CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT
ADVISORY FIRE COMMISSION

Meeting Location: 2945 Treat Blvd., Concord
(925) 941-3300

AGENDA

Monday, December 12, 2016
7:00 PM

I. Pledge of Allegiance and Roll Call

II. Public Hearings
   A. December 7, 2016 Report on the Cost of Abatement

III. Public Comments Period
   A. Mr. Darrel deBoer

IV. Consider Consent Items:
   A. Approval of October 24, 2016 Meeting Minutes
   B. Accept and File Reports:
      1. Personnel Report
      2. Operating Budget
      3. Fire Prevention Report
      4. Monthly Activity Reports
      5. Suppression Leave Summary
      6. Correspondence

V. Fire Chief's Report

VI. Unfinished Business
   A. CCCFPD Organization Chart (Chief Carman)
   B. Request clarification from Commissioners Galey and Haynes of their requests for additional information (type of runs and number of runs versus total number of personnel) on the Assigned Incidents by Station report. (Chief Carman)
   C. Discuss and complete 2016-17 Triennial Sunset Review Questionnaire

VII. New Business
   A. Declaration of Surplus Equipment – Report of November 1, 2016
   B. Approve 2017 Meeting Schedule

VIII. Commissioners' Comments / Items for Future Agendas

IX. Next Regular Meeting Date and Time – February 27, 2017, 7:00 p.m.

Assistance for Persons with Disabilities: The Contra Costa County Fire Protection District Advisory Fire Commission (CCCFPDAFC) will provide reasonable accommodations for persons with disabilities planning to attend CCCFPDAFC meetings. Such persons should contact the Executive Secretary at (925) 941-3318 at least 24 hours before the meeting.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Fire District staff to a majority of members of the CCCFPDAFC less than 72 hours prior to that meeting are available for public inspection at 2010 Geary Road, Pleasant Hill, CA 94523 during normal business hours.

U:\SRMGRS\FIRE CHIEF\COMMISSI\AGENDAS and PACKETS\2016\Agendas\AFC Agenda_December 2016.doc

Contra Costa County **Fire Protection District**

December 7, 2016

REPORT ON THE COST OF ABATEMENT

This report is filed in compliance with Section 14906, as modified by Section 13867 of the Health & Safety Code, and is an account of the cost of abatement on or adjacent to each separate parcel of land to be submitted to the County Auditor's Office for assessment against the respective parcels.

This account is hereby posted on the seventh day of December 2016, on the District Administration window, 2010 Geary Road, Pleasant Hill, CA and Station 69, 4640 Appian Way, El Sobrante, CA.

This report will be submitted to the Commission for confirmation at the Advisory Fire Commission meeting to be held on the twelfth day of December 2016 at 7:00 p.m.

By:

Robert Marshall, Fire Marshal

and:

Latonia Ellingberg
Secretary to the
Advisory Fire Commission

T:weeds-DECmtg2016

2010 Geary Road • Pleasant Hill, California 94523-4619 • Telephone (925) 941-3300 • Fax (925) 941-3309
East County • Telephone (925) 757-1303 • Fax (925) 941-3329 West County • Telephone (510) 374-7070
www.cccfpd.org

Contra Costa County **Fire Protection District**

December 7, 2016

TO: Chairman, Advisory Fire Commission

FROM: Fire Chief Jeff Carman

SUBJECT: Hearing of Abatement Report

In accordance with requirements of the California State Health and Safety Code, the Advisory Fire Commission shall hold a hearing to confirm the charges of the 2016 Abatement Report so that these charges may be placed on the 2017-18 tax roll. The total amount of this list is $40,538.18.

The attached report is an itemized accounting of abatement costs incurred by this District for weed abatement and/or rubbish removal of the listed parcels, as provided for by State statutes and local ordinance.

1. The Commission Chair to open hearing in the matter of receiving and considering the 2015 Abatement Report on abatement costs incurred by the Fire District.

2. Upon hearing objections or protests, if any, by property owners, the Commission may overrule any or all objections or modify the Report as the Commission deems necessary.

3. Upon conclusion of the hearing, a Commission member should make a motion to confirm the Report: "Move that the Commission adopt the 'Resolution of Confirmation' confirming the Abatement Report."

4. An additional motion is necessary to allow adjustment or removal of charges without additional hearings: "Move that the Commission does hereby order the District staff to adjust or modify any charges found to be incorrect because the charge was entered:

   a) more than once,
   b) through clerical error,
   c) through the error or mistake of a material fact, or
   d) illegally."

JC/cm

T:weeds-DECmtg2016

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East County • Telephone (925) 757-1303 • Fax (925) 941-3329 West County • Telephone (510) 374-7070
www.cccfpd.org

CONTRA COSTA COUNTY
FIRE PROTECTION DISTRICT
ABATEMENT REPORT ON CHARGES FOR 2016 PRIOR TO December 12, 2016
11/15/2016

Exhibit "A"

PARCEL #	OWNER	CHARGES
237-420-002	PROPERTY MASTERSHIP EXCEL LLC	$4,012.30
237-420-003	PROPERTY MASTERSHIP EXCEL LLC	$5,764.80
248-120-012	BLACK JAMES TYLER	$8,615.40
248-150-001	EN DEVR INC	$7,418.60
408-202-006	BAUMAN MICHAEL P & ELLIE T	$5,138.75
409-100-009	JONES NELLY	$5,037.76
409-171-018	BILLION ENTERPRISES INC	$1,703.71
409-192-015	FOSTER ROBERT Z & ADELENE TRE	$2,846.86
COUNT:8	TOTAL	$40,538.18

ONTRA COSTA COUNTY FIRE PROTECTION DISTRICT
2010 GEARY ROAD, PLEASANT HILL, CA 94523

WEED ABATEMENT WORK ORDER

Date 10-3-16

Surveyor KW

APN: 237-420-003

Address: Bradbury Dr (Hunsaker Canyon Rd) CAF

Parcel Size: 98,880 ☐ Abate: All Type: Weed Abat

Instructions: Steep hillside Abate all weeds on parcel hand cutting or rake + remove

Owner: PROPERTY MASTERSHIP EXCEL LLC

Address: Good X Not good ____ Phone#: ____

Taxes: Paid ____ Unpaid X

Previous WO: 9/27/16 NDAA, UNCLAIMED

Cert Card Rec: Date: ____ No: X as of 9/9/16 PO RTN IT

USPS Explanation: ____

[redacted]

Start Date: 10/11/16 Pictures: 6 ✓ Invoice #: 206053

Area: 98,880 sq ft Type: HM Completion Date: 10/14/16

Remarks: Cost: $

HSC 989 units @ 3.20	$ 3164.80 ✓
TLC 12.5 yds @ 189.00	$ 2,362.50 ✓
DMP Dump Ticket 59122	$ 12.50 ✓
	$
Total:	$ 5,539.80 ✓

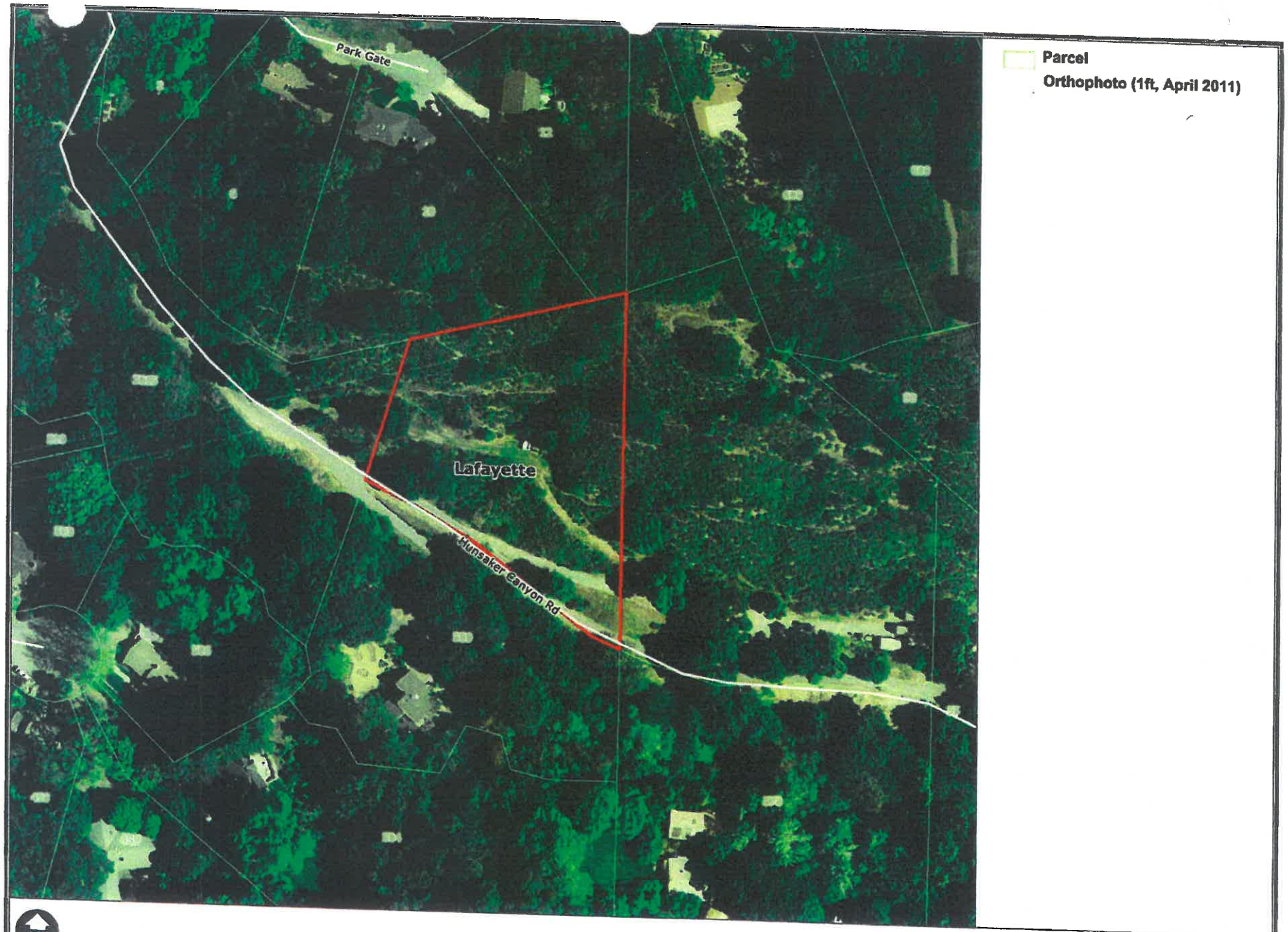
Date E-Mailed to Contractor: 10/5/16 Surveyor KW

Date completed WO returned by Contractor: 10/27/16

Date Reinspected After Completion of WO: ____ Status: ____

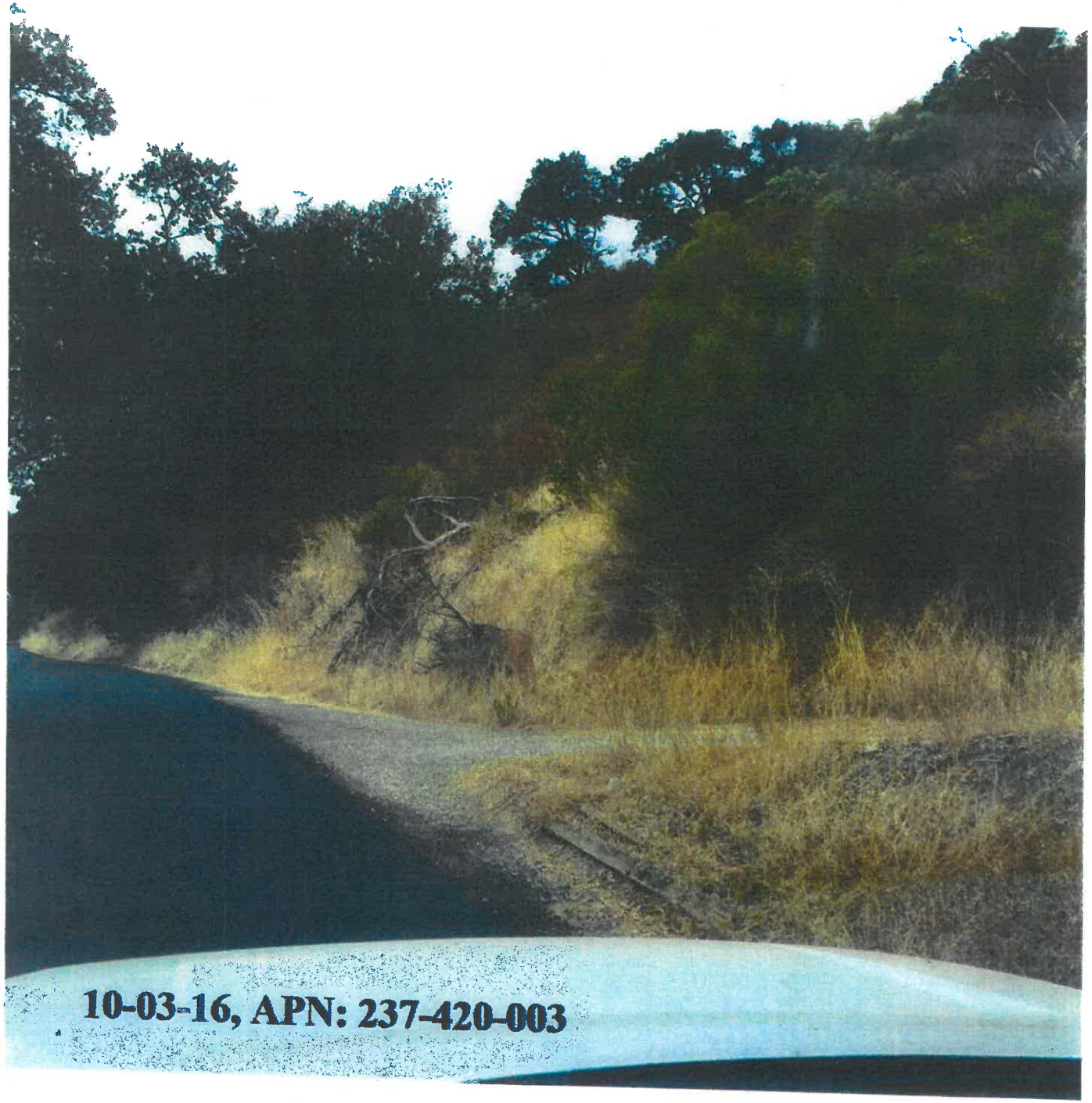
WA.16WKORD
Rev. 05/22/15

03



237-420-003

Scale 1:1,392
Contra Costa Internet GIS Map
Printed: Oct 4, 2016 8:01:25 AM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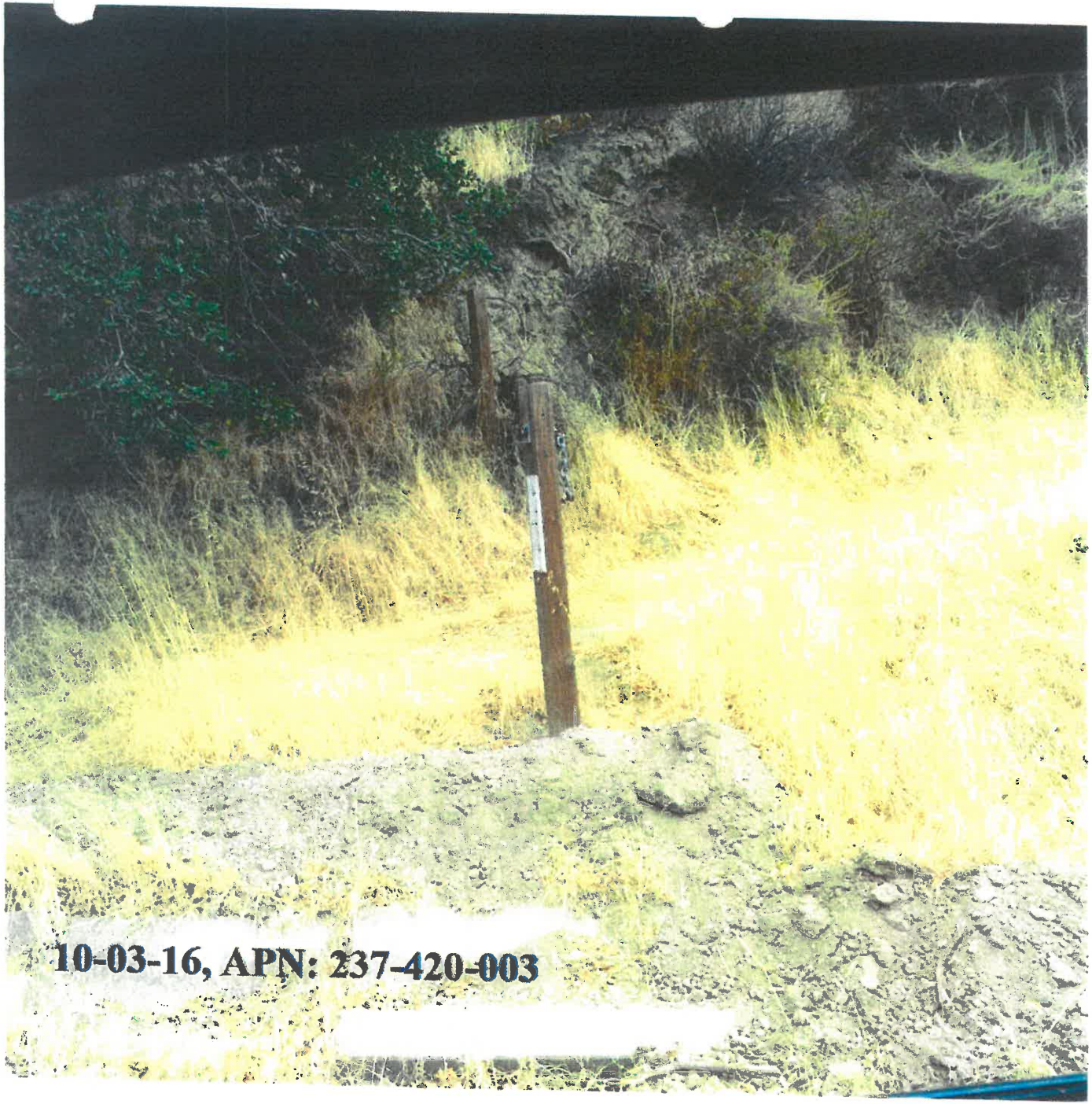
10-03-16, APN: 237-420-003

10-03-16, APN: 237-420-003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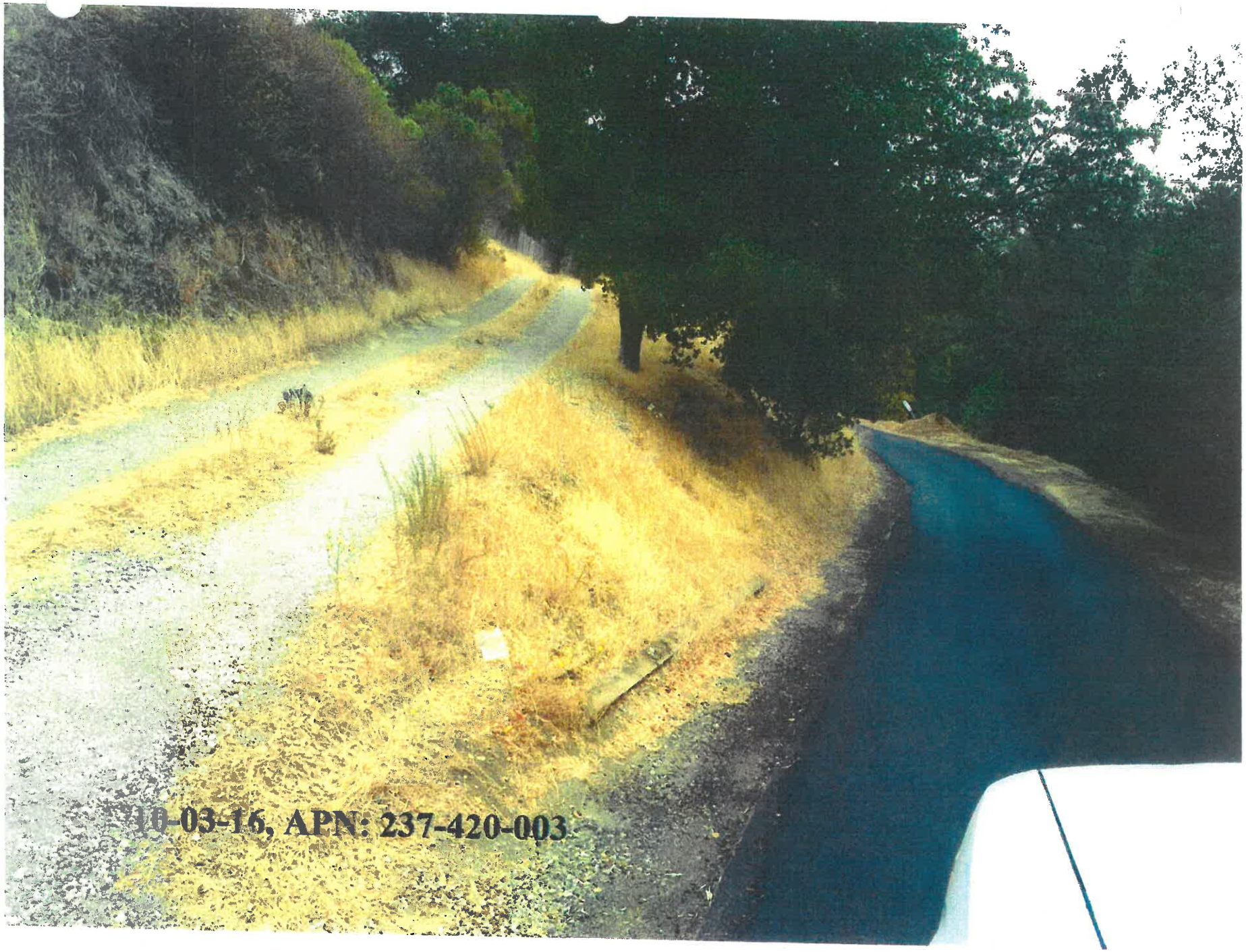
237 - 420 - 003


10-03-16, APN: 237-420-003

APN 237-420-002
APN 237-420 003

ACME FILL CORPORATION
950 WATERBIRD RD.
MARTINEZ, CA. 94553
ACCOUNT:396
H&N ENTERPRISES
PO BOX 608
PLEASANTON , CA 94566-0000

TICKET NO.: 59182
DATE: OCT 13,1916 15:01:08

Commodity:YARD WASTE (CHARGE)
Price/Unit: $95.00 0.06 Tons
Total Charge: $25.00

9420 (M) Gross Lbs.
9300 Tare Lbs.
120 Net Lbs. 0.06 Tons

CUSTOMER SIGNATURE

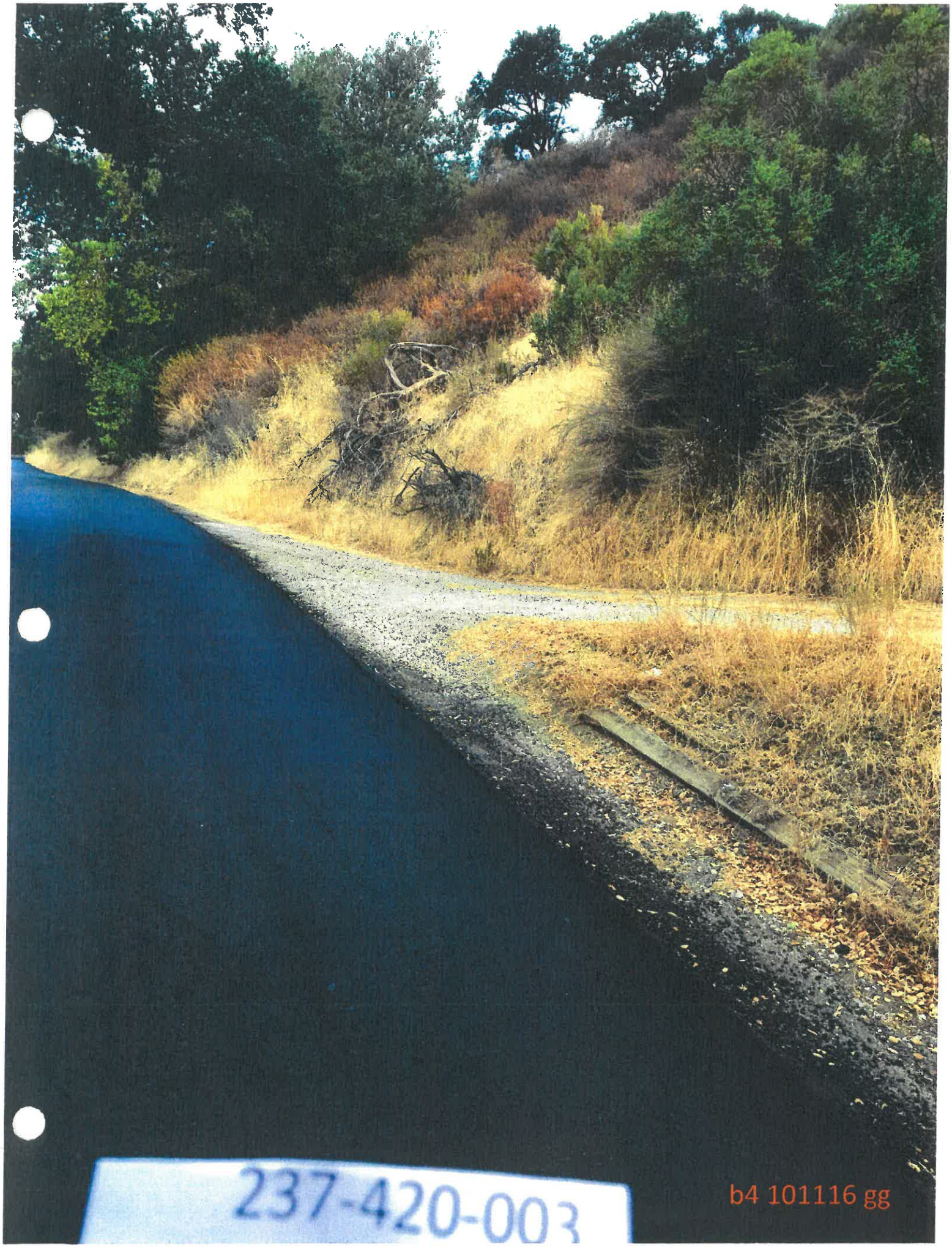
ROBERT OLIVAREZ
SCALE ATTENDENT

1298294

Tare Lbs. Lbs. Truck No.

FOR REORDER - PHONE (800) 932-8794

PDQ PRINTING & GRAPHICS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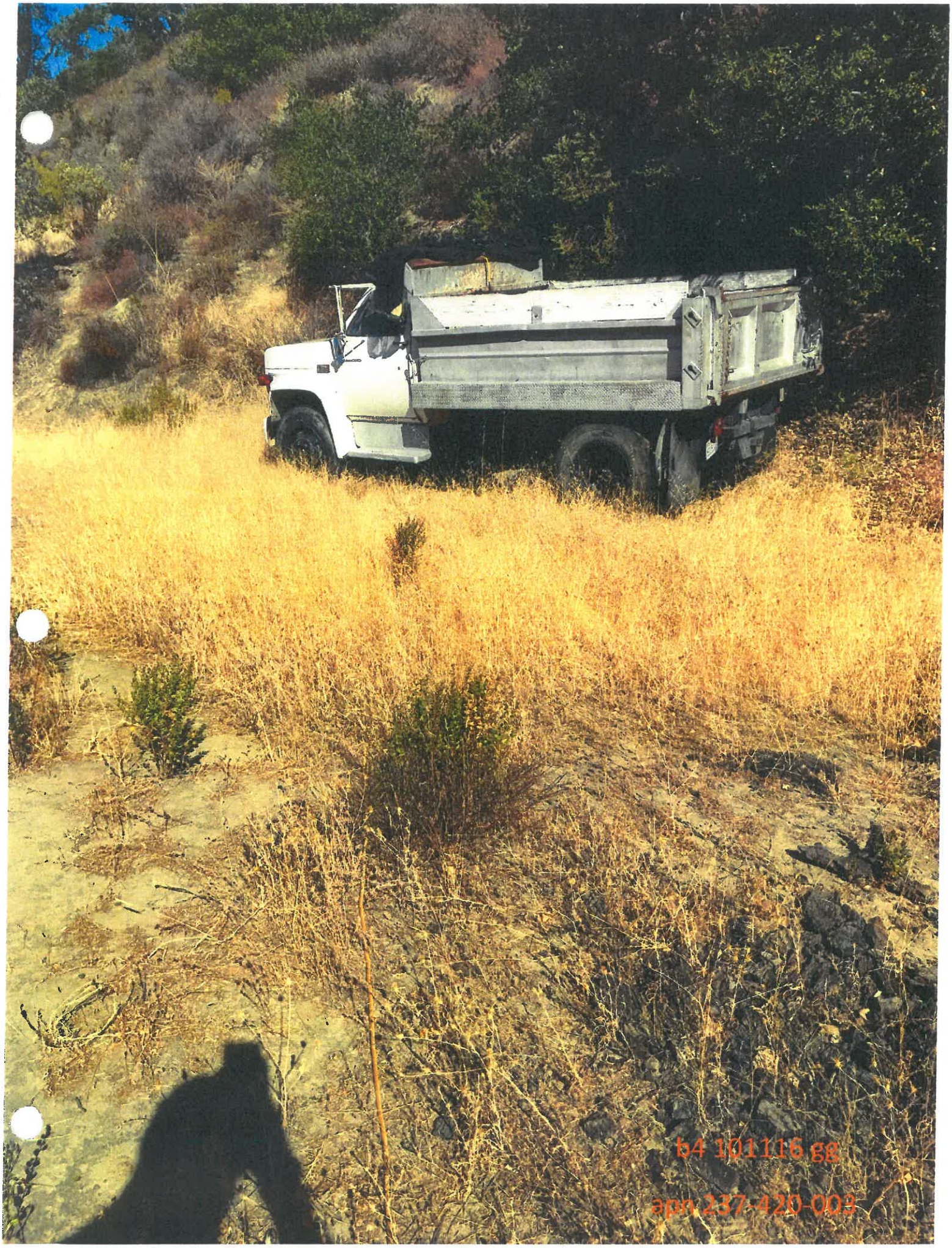
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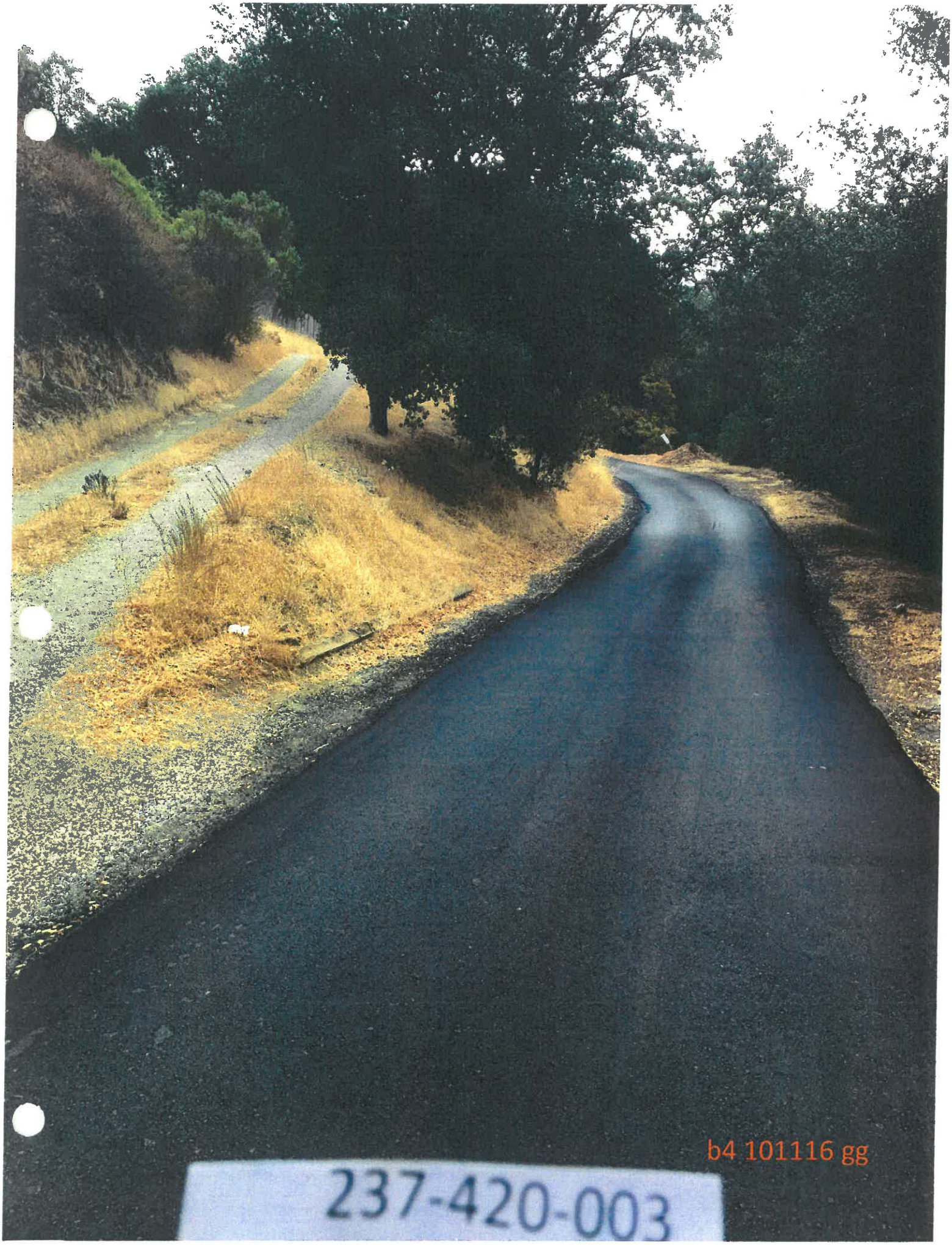
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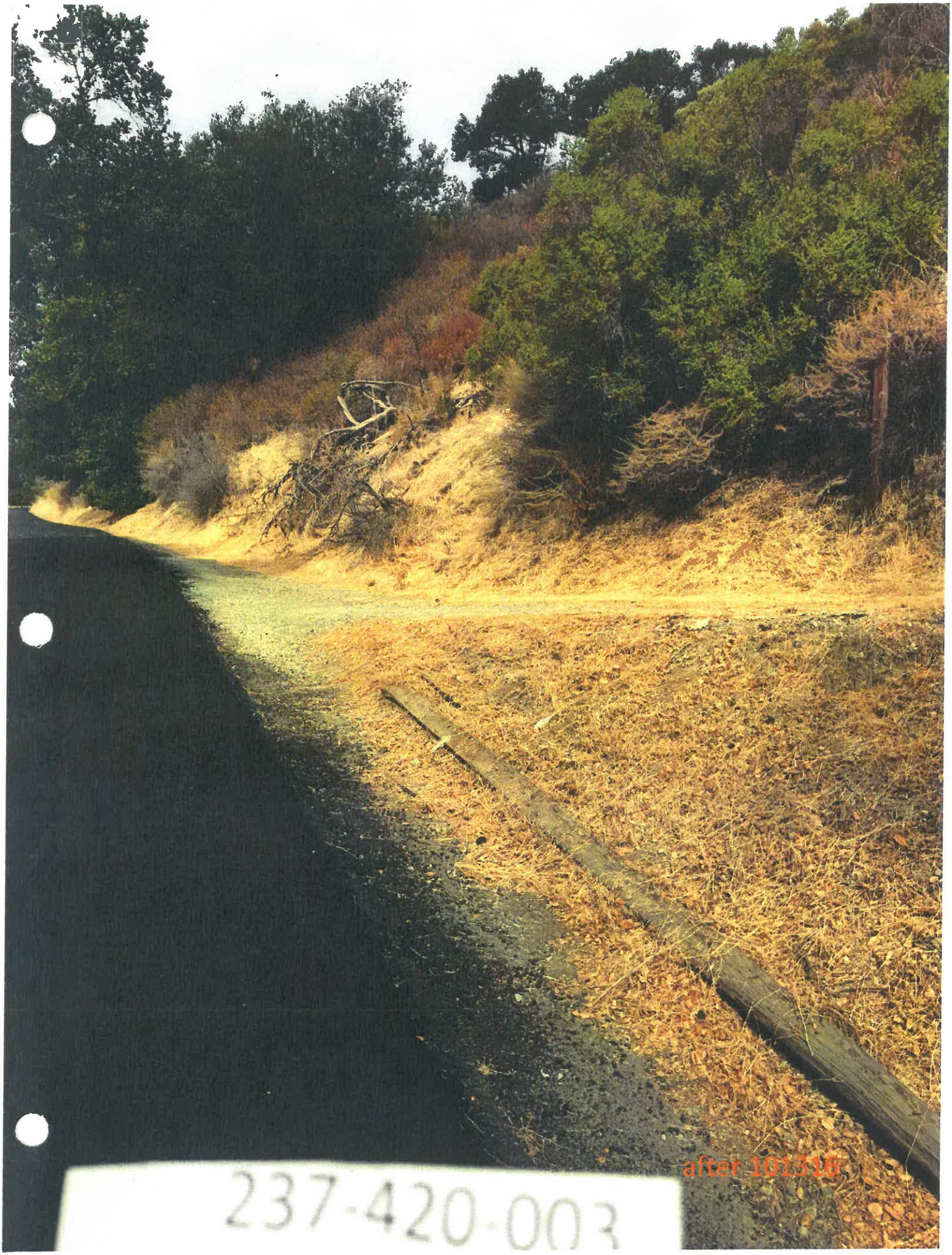

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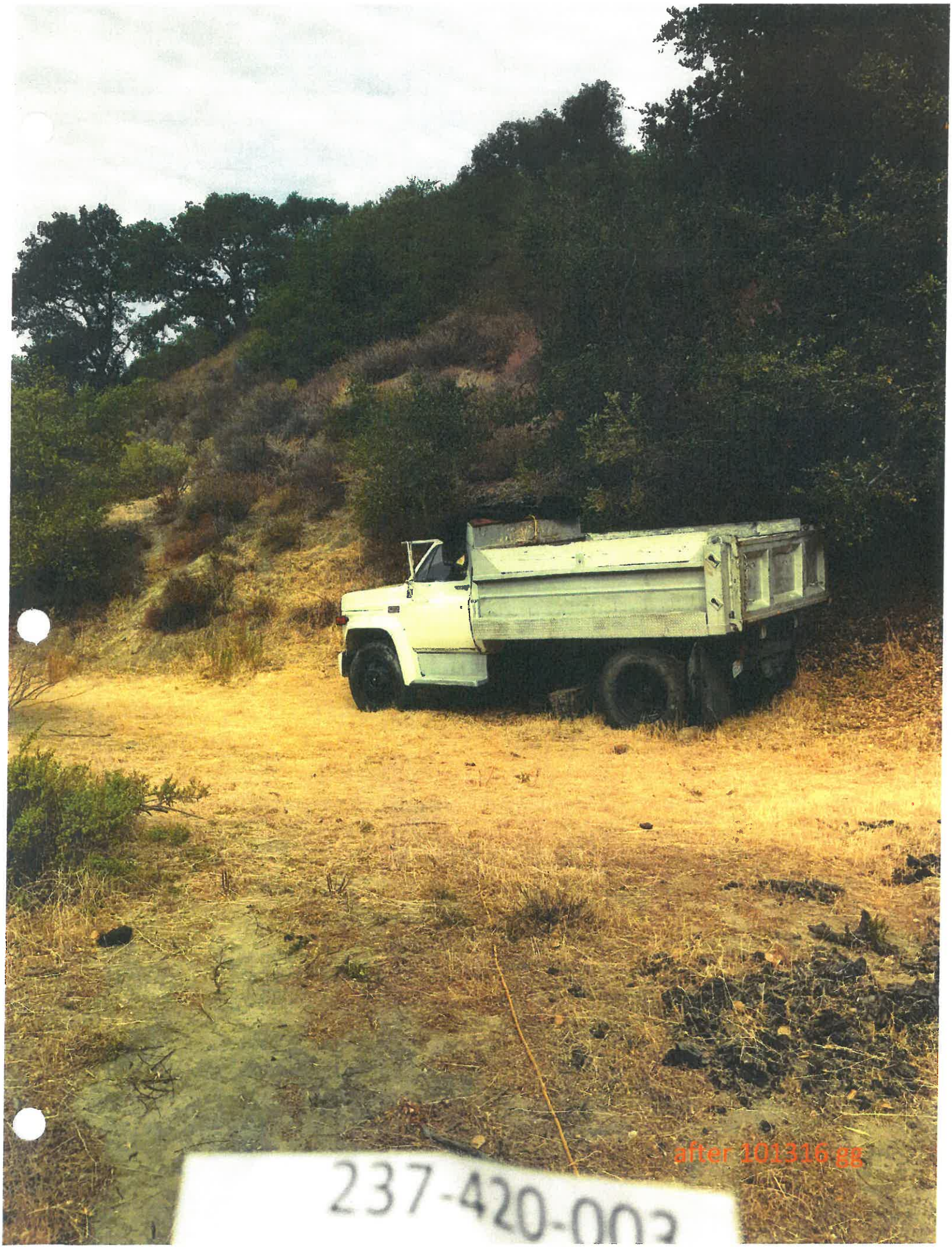
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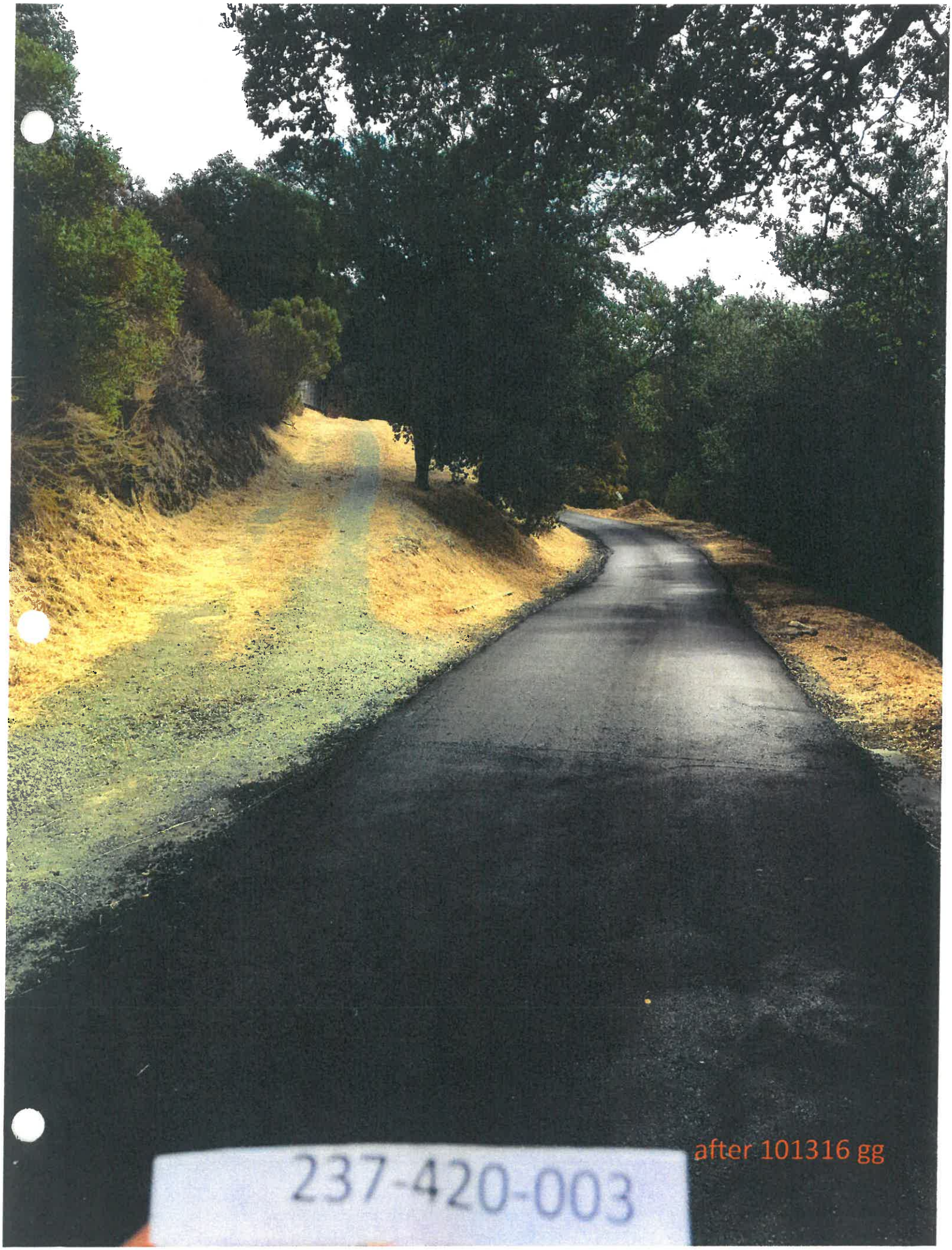

after 101316 gg
237-420-003

ONTRA COSTA COUNTY FIRE PROTECTION DISTRICT
2010 GEARY ROAD, PLEASANT HILL, CA 94523

WEED ABATEMENT WORK ORDER

Date 7-25-16

Surveyor KW

APN: 248-120-012

Address: 1119 Via Media Lafayette

Parcel Size: 470,012 ☑ Abate: 60' no weed or 30' disked perimeter + 30' weed eat Along roadside Type: Tractor for weed eat

Perimeter = 6.02 acres

Instructions: disk a 30' perimeter break all around property or mow a 60' perimeter break mow or weed eat to 30' on each side of roadway

** Roadway is quite steep + is mostly gravel you will need to access Area with a 4X4 Vehicle ** Access off of Pine Ln to Howard Hill Rd

Owner: BLACK JAMES TYLER

Address: Good X Not good ____ Phone#: ____

Taxes: Paid X Unpaid ____

Previous WO: ∅

Cert Card Rec: Date: 7/6/16 No: ___ as of ____

USPS Explanation: ____

CONTRACTOR

Start Date: 8/12/16 Pictures: ~~12~~ 10 Invoice #: 205946

Area: 6.02 acres Type: HM Completion Date: 8/15/16

Remarks: (262,231 sq ft)

HGC 2,622 units @ 3.20 — $ 8,390.40

$ ____

$ ____

$ ____

Total: $ 8,390.40

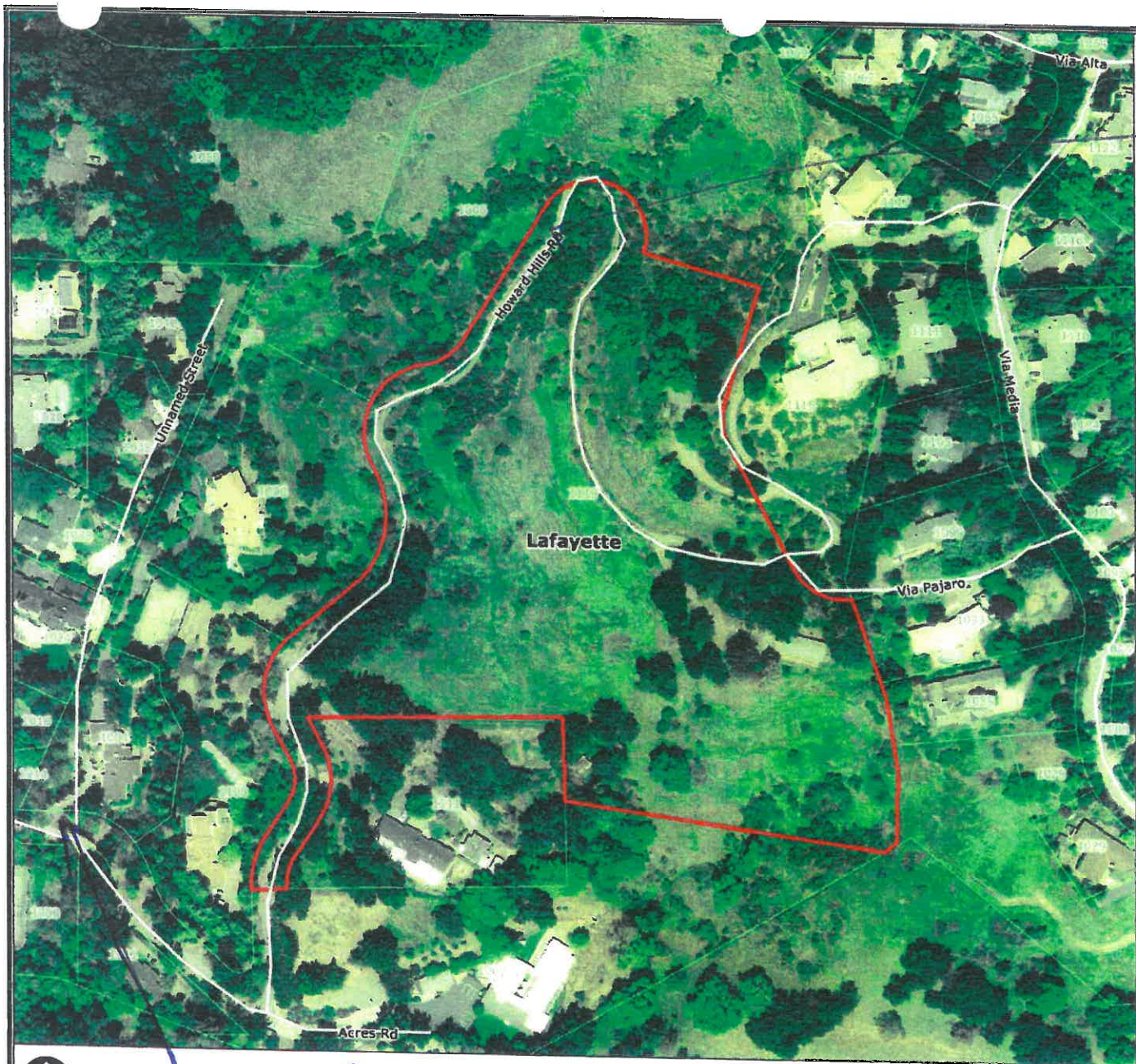
Date E-Mailed to Contractor: 8-4-16 Surveyor KW

Date completed WO returned by Contractor: 9-6-16

Date Reinspected After Completion of WO: ____ Status: ____

WA.16WKORD
Rev. 05/22/15

03



Steep Gravel Rd
Will need 4x4 vehicle
For Access

Abate 30' discard 60' Max
Around perimeter

Abate 30' Maintained
East along roadway

Best Entry point
off of Pine Ln
to Howard Hills Rd

248-120-012

Scale 1:2,385
Contra Costa Internet GIS Map
Printed: Jul 25, 2016 7:45:30 AM

POR. RO. ACALANES.
1- 44-L.S.M.-34- 8-26-66
2- 70P.M.24 9-27-78

Photo points

1"=200'

P.B. 244

VIA PAJARO

PINE LANE

HOWARD HILLS ROAD

TENNIS COURT ESMT

SOUTH ACRES RD

WESTBOUND LANE S. F. B. A. R. T. D. STATE FWY. NO.24.

EASTBOUND LANE

P.B. 252

NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT SPLIT OR BUILDING SITE ORDINANCES.

120 13,14 10/21/14

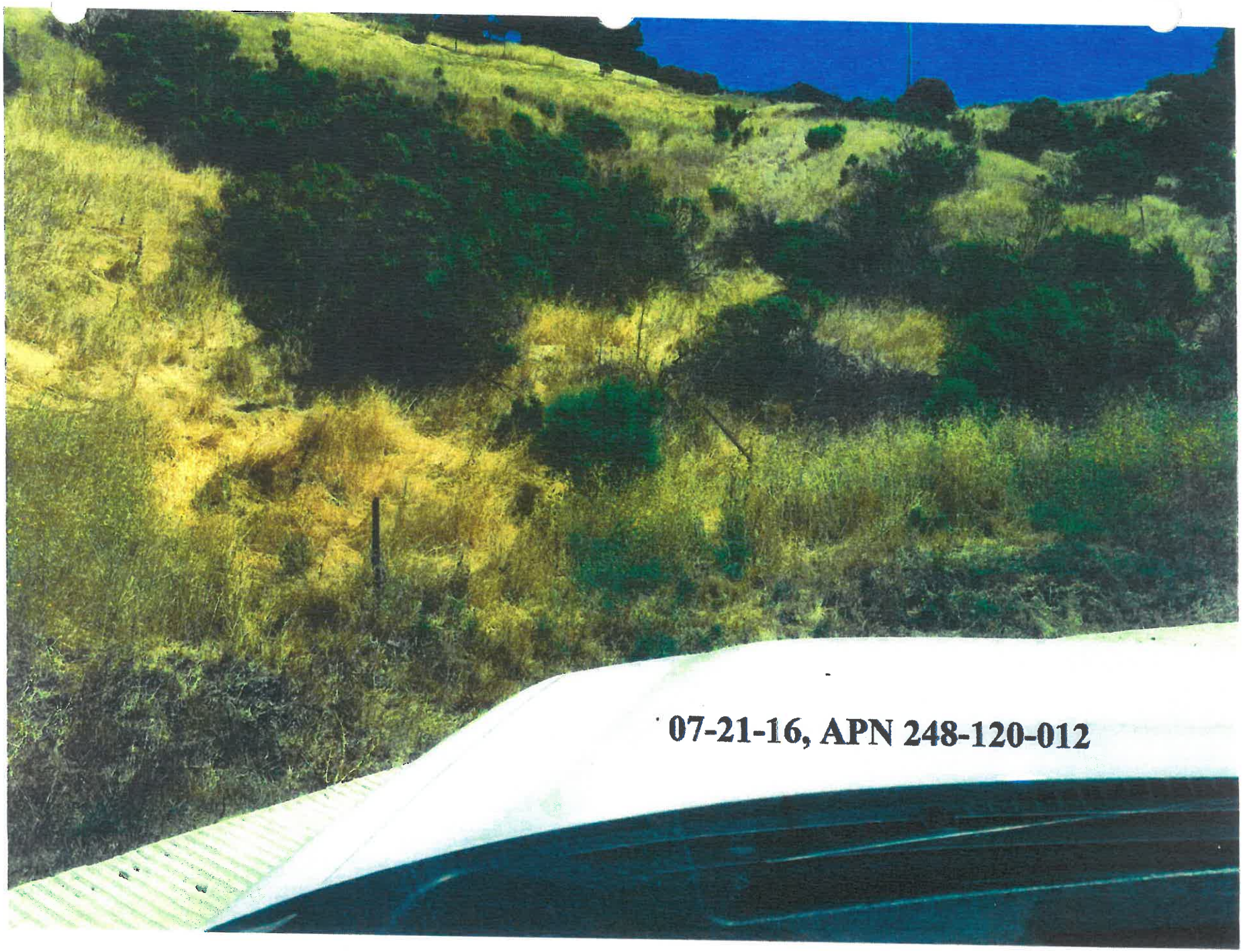
FM PG 11
82-48 6/22/70
ASSESSOR'S MAP
BOOK 248 PAGE 12
AMS 09-15-99 CONTRA COSTA COUNTY, CALIF.

248-120-012

87-21-16, APN248-130-012

07-21-16, APN 248-120-012

07-21-16, APN 248-120-012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07-21-16, APN 248-120-012

07-21-16, APN 248-120-012

07-21-16, APN 248-120-012

RJN, Inc. dba H & N Enterprises
P.O. Box 608
Pleasanton, CA 94566
925-828-9163
Fax 925-828-0955

Invoice

Date	Invoice #
8/30/2016	205996

Bill To
Contra Costa Coun Exterior Hazard Control Division 2010 Geary Road Pleasant Hill, CA. 94523

P.O. No.

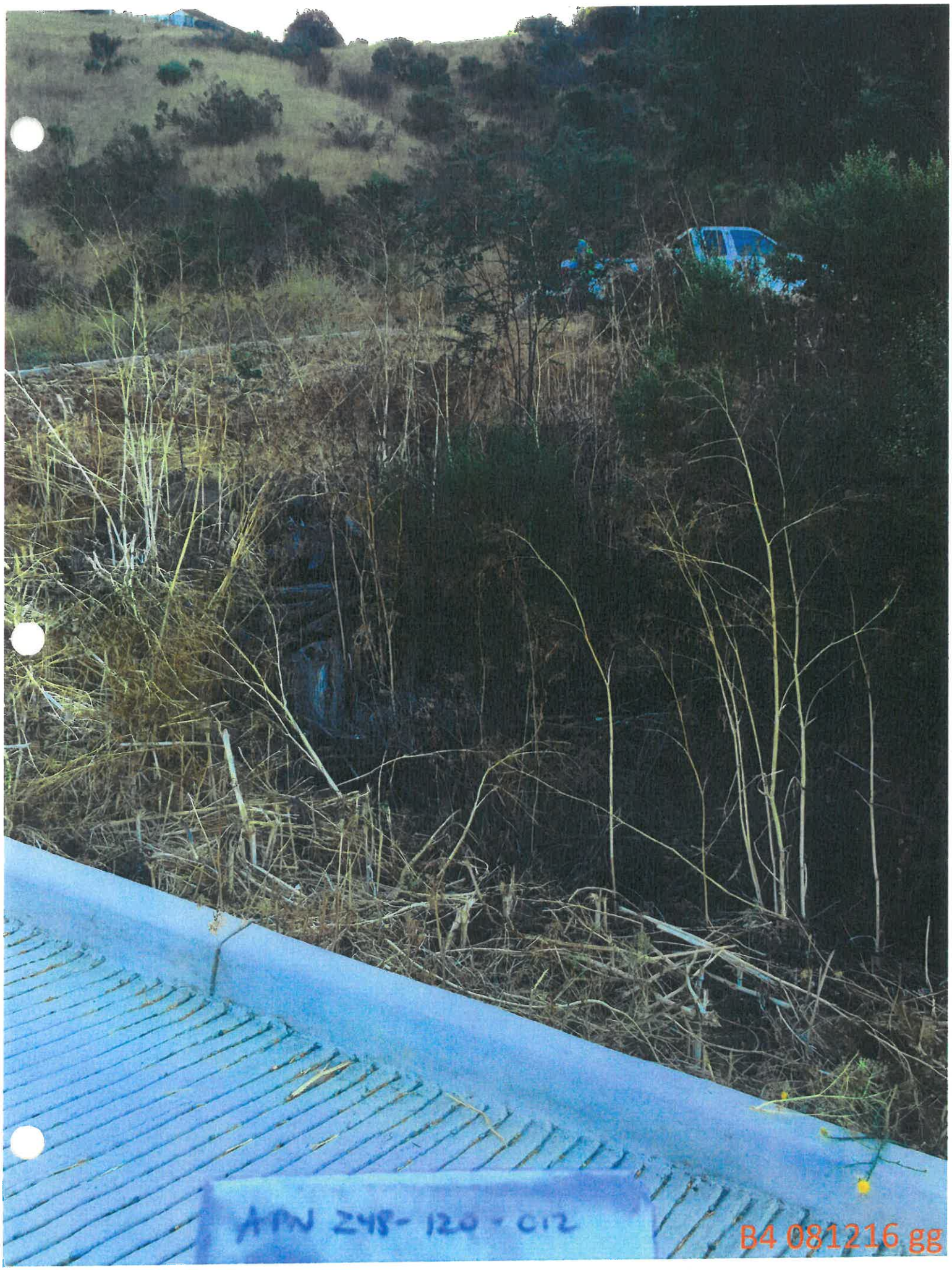
Date Complet...	Description	APN#	Code	Qty	Amount
8/15/2016	Hand-mowing more than 40,000 sq ft (per 100 sq ft) Perimeters and breaks as described on work order dated 7/25/16 NO TRACTOR ACCESS & TOO STEEP	248-120-012	hgc	2,622	8,390.40

Thank you for your business!

Total $8,390.40

B4 081216 gg

B4 081216 gg


APN 248-120-012
B4 081216 gg

APN 248-120-012
B4 081216 gg

B4 081216 gg

After 081216 gg

After 081216 gg

After 081216 gg

After 081216 gg

After 081216 gg

2nd Stop

ONTRA COSTA COUNTY FIRE PROTECTION DISTRICT
2010 GEARY ROAD, PLEASANT HILL, CA 94523

WEED ABATEMENT WORK ORDER

Date 5-26-16

APN: 248-150-001 Surveyor KW

Address: Via Alta Lafayette

Parcel Size: 12.644 Acres Abate: 60' mowed perimeter +1-2 30' Crossbreaks or 30' disking with 1-2 15' Crossbreaks Type: disk or mow

Instructions:

Owner: EN DEVR INC.

Address: Good X Not good ____ Phone#: ____

Taxes: Paid ____ Unpaid X

Previous WO: 2013, 2014, 2015

Cert Card Rec: Date: ____ No: X as of 5-6-16

USPS Explanation: NDAA U2F

CONTRACTOR

Start Date: 8/9/16 Pictures: 4 Invoice #: 205989

Area: 12.644 acres Type: HM Completion Date: 8/10/16

Remarks: Too Steep for Tractor Cost: $

HGC Perimeter of 1,871 units @ 3.20 $ 5,987.20

HGC Crossbreaks of 377 units @ 3.25 $ 1,206.40

2248

$

$

Total: $ 7,193.60

Date E-Mailed to Contractor: 8-4-16 Surveyor KW

Date completed WO returned by Contractor: 8-22-16

Date Reinspected After Completion of WO: ____ Status: ____

WA.16WKORD
Rev. 05/22/15

03

Woofter, Kathy

From: Claire Kilpatrick <claire.kilpatrick@comcast.net>
Sent: Thursday, June 09, 2016 2:17 PM
To: Woofter, Kathy
Subject: Abandoned Parcel Weedeating below Via Alta Ridge Line, Lafayette

Hi, Kathy,
Just checking in to let you know our gardener has completed the weedeating on our property at 1073 & 1074 Via Alta.
Your crew is welcome to access the abandoned parcel to West below the Via Alta Ridgeline from our property.
Access is between our neighbors at 1071 Via Alta and our home at 1074 Via Alta.
Please give us a heads up when you'll have a crew in the area.
Thanks, Kathy. This cooler weather sure is great.
Claire Kilpatrick
925-283-7440

248-150-+001

Scale 1:2,258
Contra Costa Internet GIS Map
Printed: May 26, 2016 4:40:38 PM

1978 ROLL · TRACT 4770 M.B. 200-43

photo points

1" = 100'

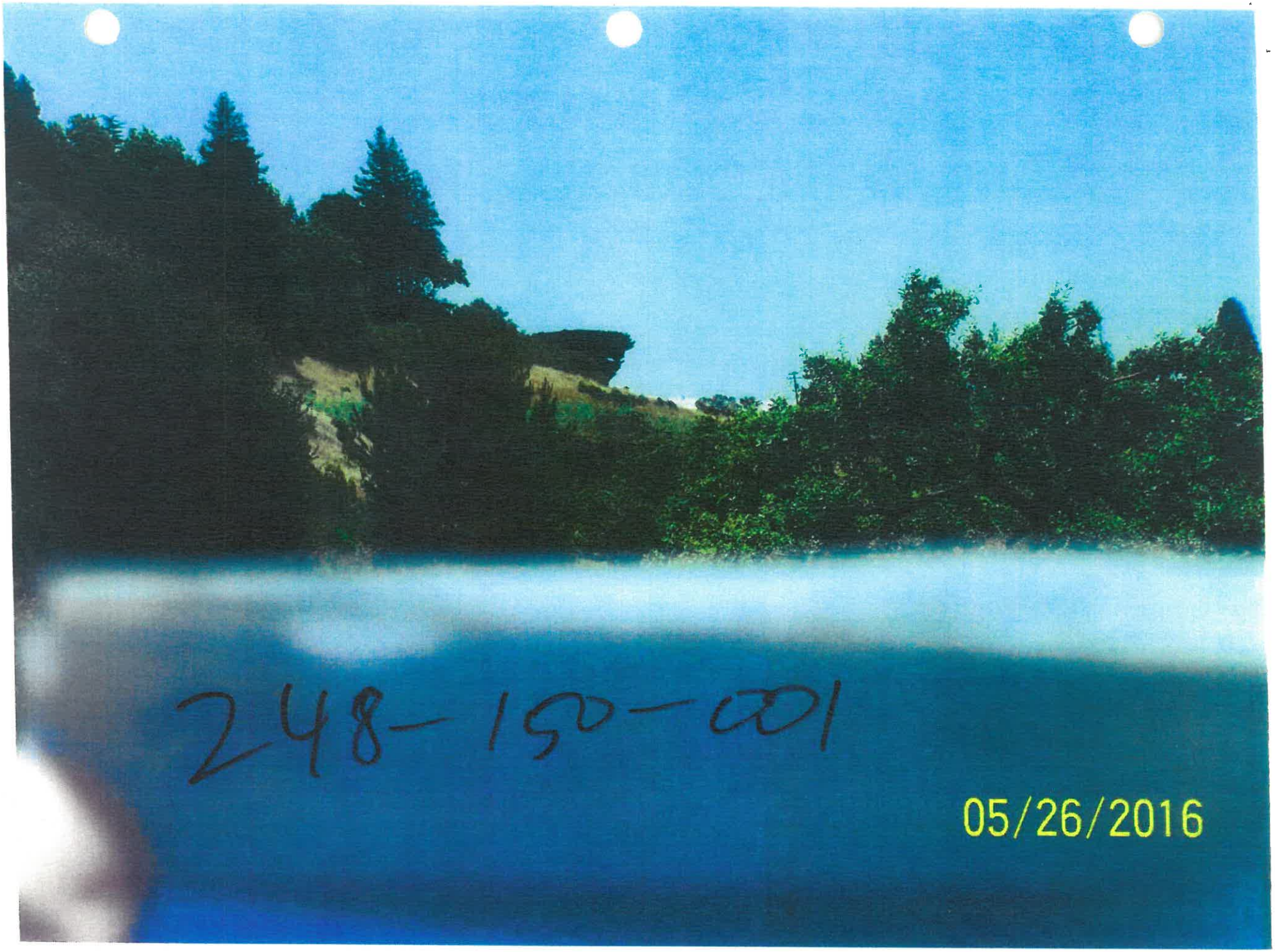
248
150
001

150

NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON.

AMS 09-15-99
ASSESSOR'S MAP
9-30-77 FM.248-11 BOOK 248 PAGE 15
CONTRA COSTA COUNTY, CALIF.

248 150 201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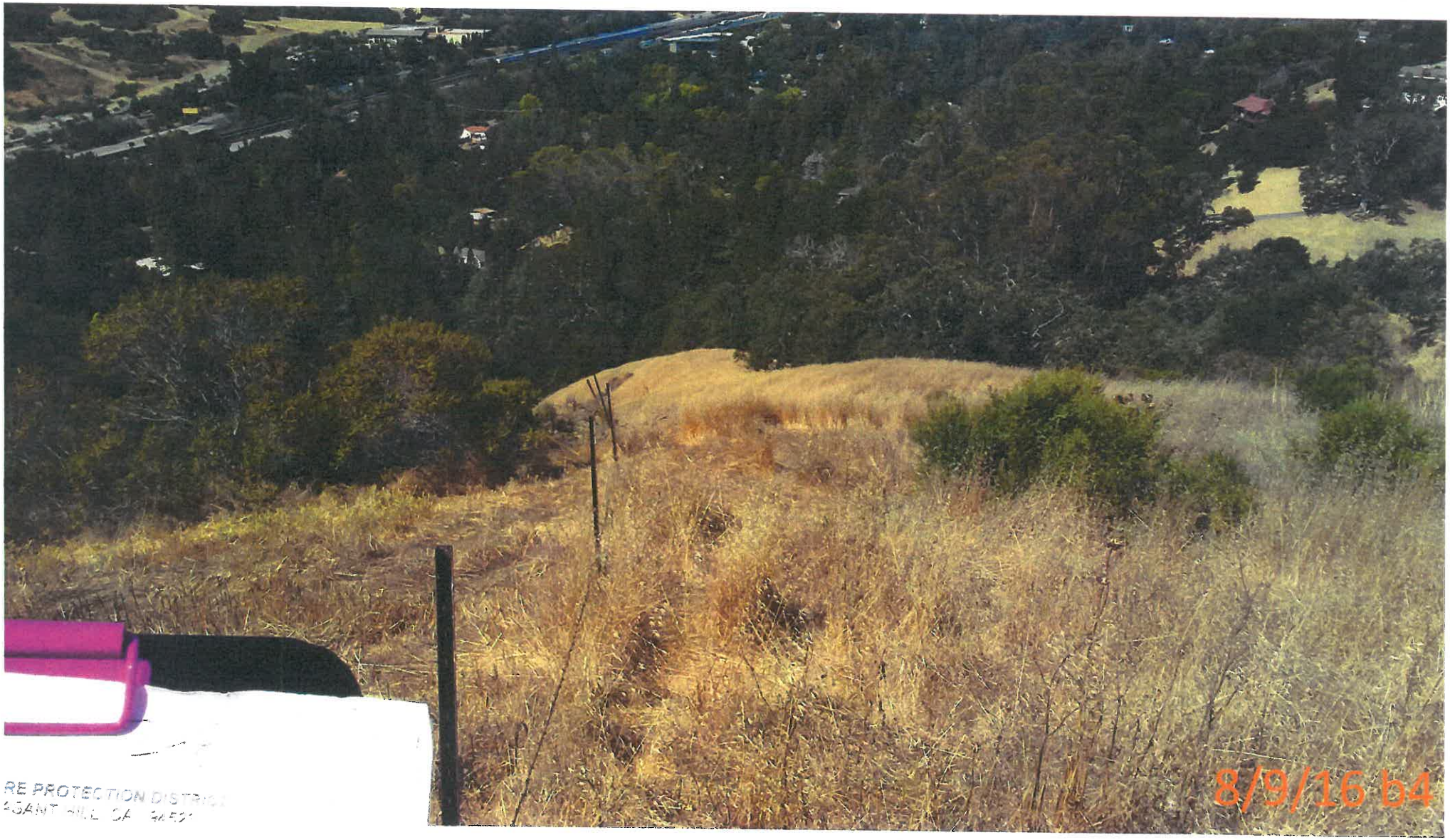
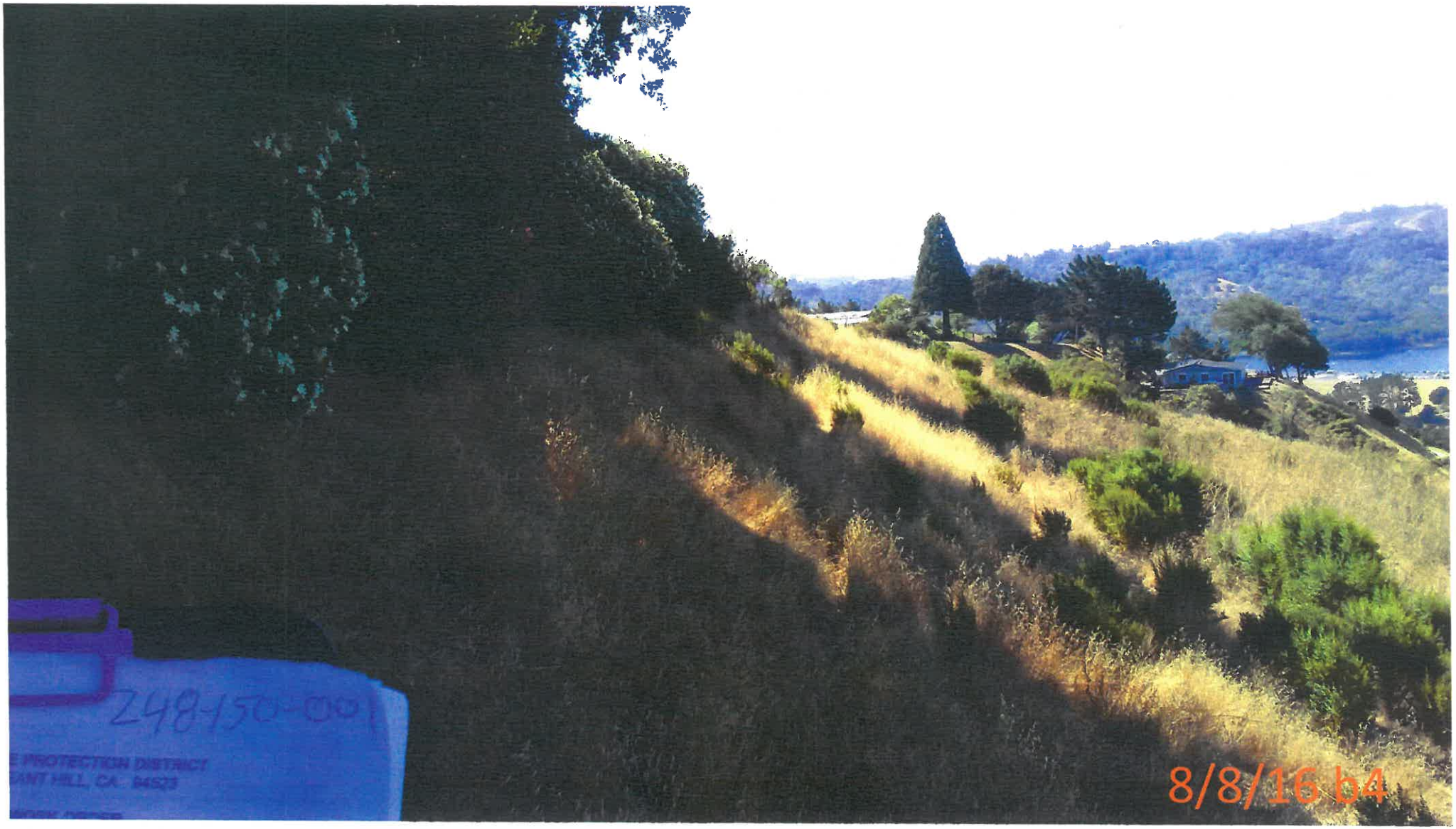
05/26/2016

248-150-001


RE PROTECTION DISTRICT
8/9/16 b4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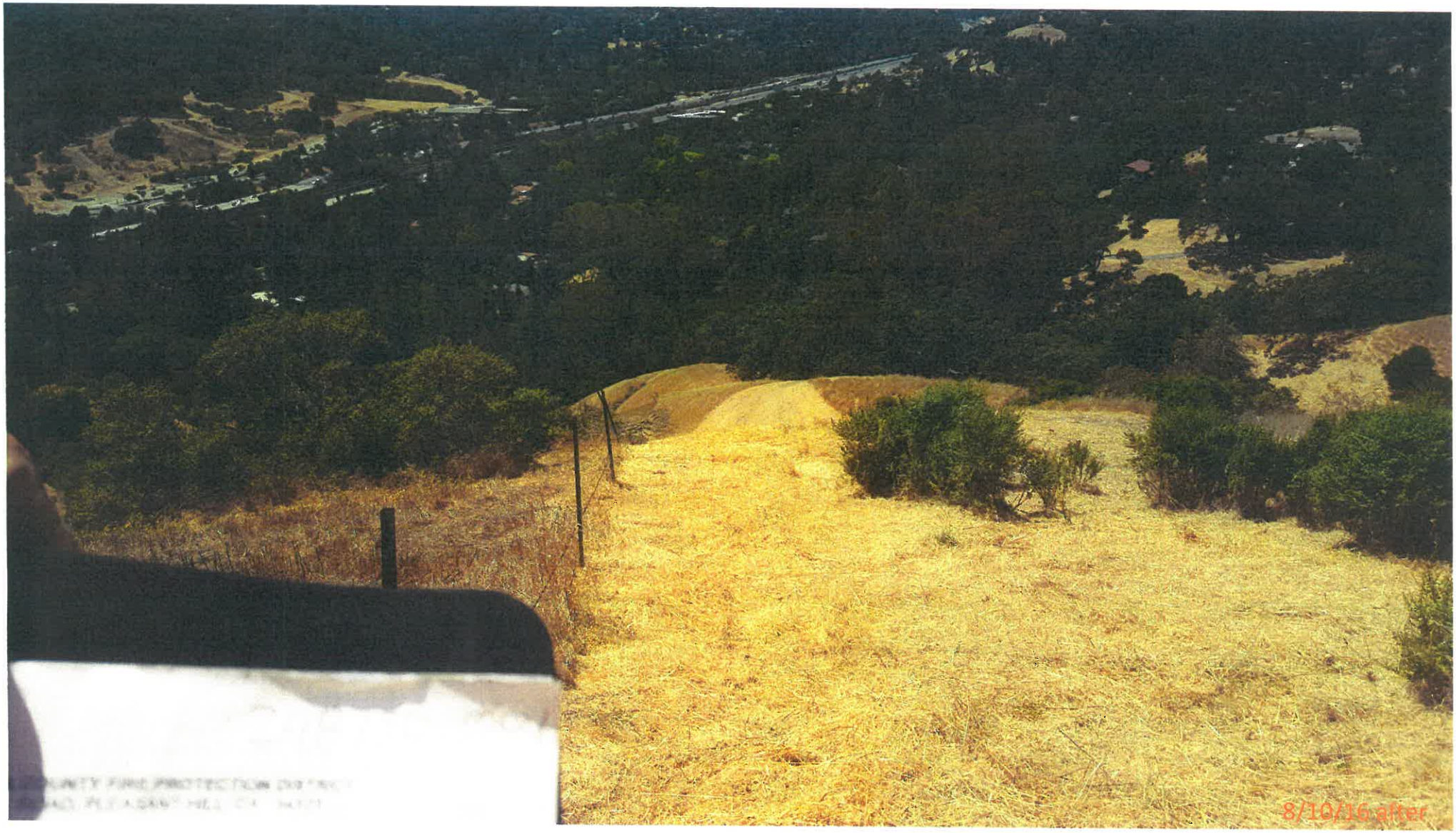
PROTECTION DISTRICT
ANT HILL, CA 94523
8/8/16 b4


8/10/16 after

248-150-001
NTY FIRE PROTECTION DISTRICT
PLEASANT HILL, CA 94523
MENT WORK ORDER
8/10/16 afte

ONTRA COSTA COUNTY FIRE PROTECTION DISTRICT
2010 GEARY ROAD, PLEASANT HILL, CA 94523

WEED ABATEMENT WORK ORDER

Date 8-9-16 Greg

Surveyor KW

APN: 408-202-006

Address: 113 Brookside Dr N. Richford

Parcel Size: 137,054 ☑ Abate: All Type: hand rake weed eat

Instructions: Abate all weeds on Parcel. Mulcutting or rake + remove. Remove all trash, rubbish, garbage + all flammable materials

Owner: BAUMAN MICHAEL P + ELLIE T

Address: Good X Not good ____ Phone#: ____

Taxes: Paid X Unpaid ____

Previous WO: -0-

Cert Card Rec: Date: 7-7-16 No: ___ as of ____

USPS Explanation: ____ NO AFTER pix since kicked off.

[redacted]

Start Date: 09/07/16 Pictures: 3 Invoice #: 206022

Area: 137,054 (1480 ½ perim) Type: * (before only) Completion Date: 09/07/16

Remarks: 29,760 Cost: $ ____

Got Kicked Off

HFC	298 units @ 3.45 (½ of 40' Perimeter) EST	$ 1,028.10
TLC	20 yds @ 189.00 (thistle)	$ 3,780.00
Dump	Dump ticket 324088	$ 105.65
	Total:	$ 4,913.75

Date E-Mailed to Contractor: 8/17/16 Surveyor KW

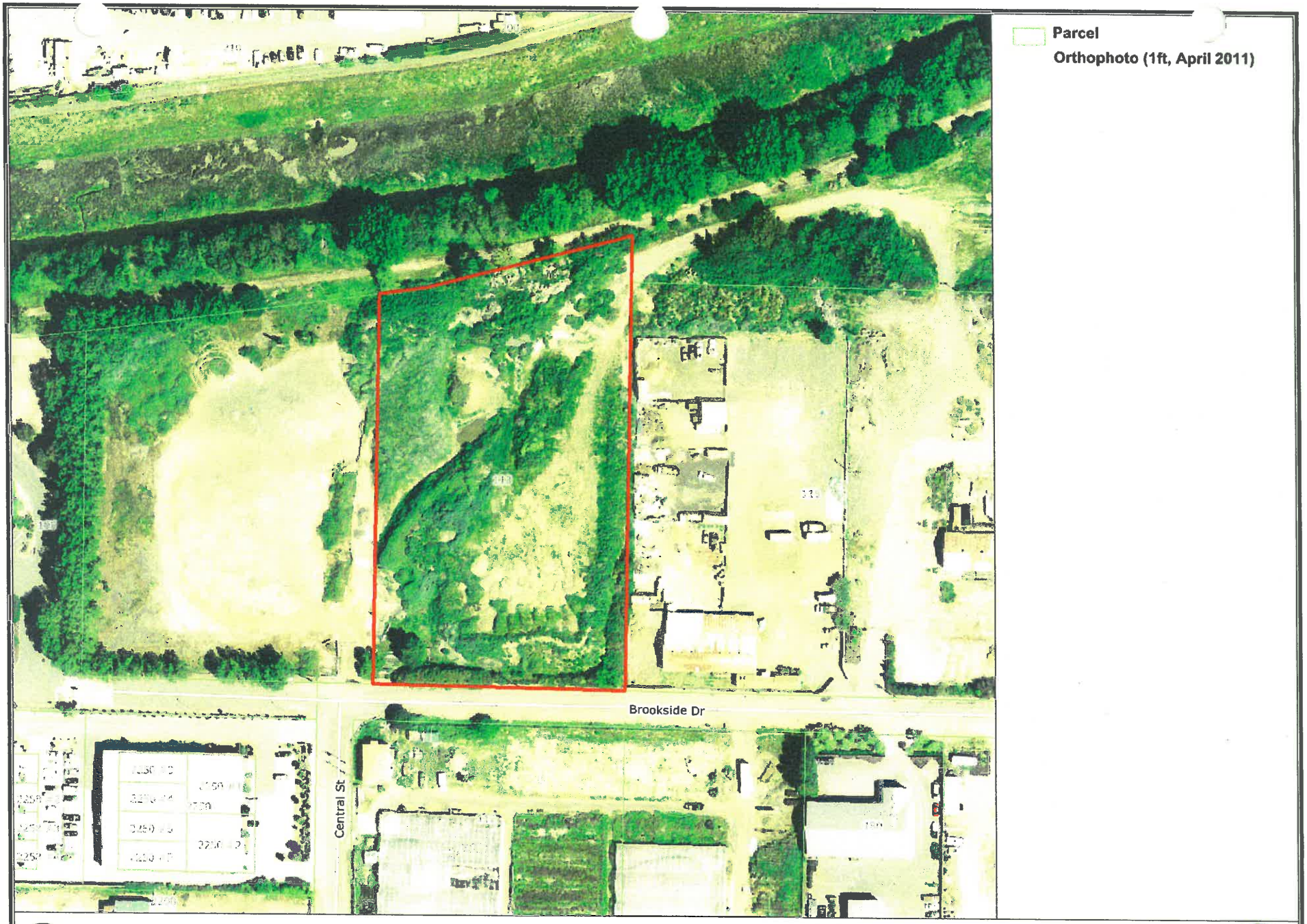
Date completed WO returned by Contractor: 9-21-16

Date Reinspected After Completion of WO: ____ Status: ____

WA.16WKORD
Rev. 05/22/15

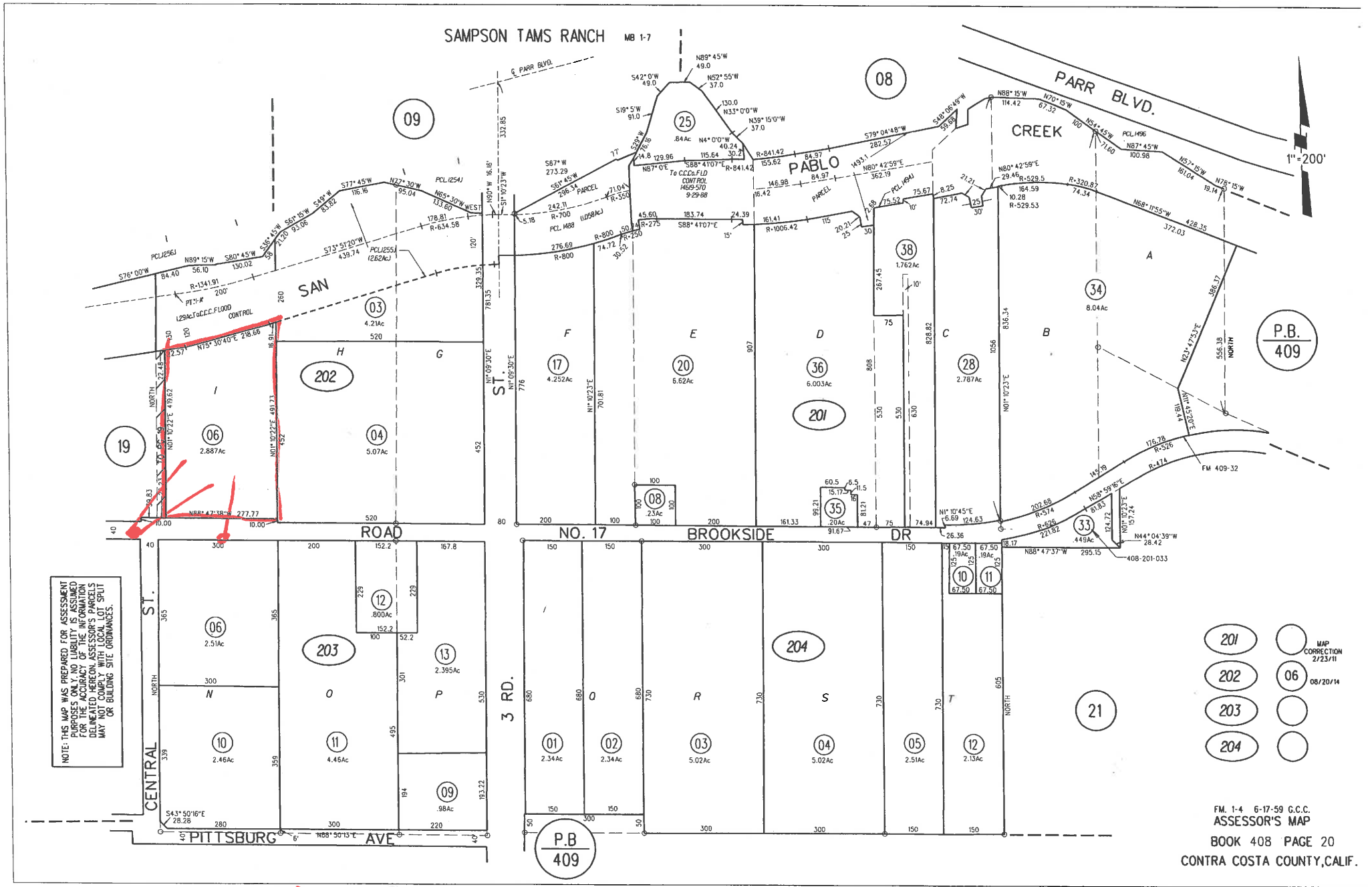
* Kathy said she would get "after" pix.

03



408-202-006

Scale 1:1,631
Contra Costa Internet GIS Map
Printed: Aug 10, 2016 10:08:50 AM


SAMPSON TAMS RANCH MB 1-7
PARR BLVD.
1" = 200'
SAN PABLO CREEK
SAN PABLO ROAD
NO. 17 BROOKSIDE DR
CENTRAL ST.
3 RD.
PITTSBURG AVE
P.B. 409
FM 409-32
408-201-033
NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT SPLIT OR BUILDING SITE ORDINANCES.
MAP CORRECTION 2/23/11
08/20/14
FM. 1-4 6-17-59 C.C.C.
ASSESSOR'S MAP
BOOK 408 PAGE 20
CONTRA COSTA COUNTY, CALIF.

408-202-006

08-09-16, APN: 408-202-006

08-09-16, APN: 408-202-006

408-202-006

324088

408 202 006 $105.65

435 064 012 $5.28

408-202-006
B4 090716 gg

NO
TRESPASSING
408-202-006
B4 090716 gg

408-202-006
B4 090716 gg

ONTRA COSTA COUNTY FIRE PROTECTION DISTRICT
2010 GEARY ROAD, PLEASANT HILL, CA 94523

WEED ABATEMENT WORK ORDER

Date 7-28-16

APN: 409-100-009 Surveyor KW

Address: 53 St. North Richmond

Parcel Size: 1875 ☐ Abate: All Type: Weed Ear

Instructions: Abate all weeds on parcel, mulch cuttings or rake + remove, Abate all trash, rubbish, garbage

Owner: Jones Nelly c/o JB Clemons

Address: Good X Not good ____ Phone#: ____

Taxes: Paid ____ Unpaid X

Previous WO: —

Cert Card Rec: Date: ____ No: X as of 7-25-16 7-8-16 ATTEMPTED - NOT KNOWN U2F

USPS Explanation: ____

[redacted]

Start Date: 10/1/16 Pictures: 6 ✓ Invoice #: 206040

Area: 1875 sq ft Type: Am Completion Date: 10/1/16

Remarks: ✓ TLC - Truckloads of Garbage Cost: $ 2,268.00

✓ AAC 19 units @ 15.00 12yd 0189 $ 285.00

✓ TLC 10 yds 0189 $ 1,890.00

✓ Dump Ticket 329649 $ 184.88

✓ " " 329593 $ 184.88

Total: $ 4,812.76 ✓

Date E-Mailed to Contractor: 9-28-16 Surveyor KW

Date completed WO returned by Contractor: 10-20-16

Date Reinspected After Completion of WO: ____ Status: ____

WA.16WKORD
Rev. 05/22/15

03

409-100-009

Scale 1:482
Contra Costa Internet GIS Map
Printed: Sep 28, 2016 9:44:39 AM

MERCHANT COPY

GOLDEN BEAR TRANSFER
1 PARR BLVD
510-412-4500, CA 94801

10/03/2016 13:28:36

CREDIT CARD
VISA SALE

CARD #	XXXXXXXXXXXX0639
INVOICE	0021
SEQ #:	0019
Batch #:	001196
Approval Code:	050821
Entry Method:	Manual
Mode:	Online
Tax Amount:	$0.00
SALE AMOUNT	$184.88

CUSTOMER COPY

TARY LANDFILL, INC. A 751672

Ticket: 329593
Date: 10/3/2016
Time: 12:24:29-13:28:43

Scale

Gross:	0 LB	In Scale
Tare:	0 LB	Out Scale
Net:	0 LB	
Net Tons:	0.00	

Quantity	Unit	Rate	Amount
5.00	Yards	$33.00/Yard	$165.00
165.00	$	12.05%/$	$19.88

Total Amount: $184.88

Visa: XXXX-XXXX-XXXX-0639: $184.88
Change: $0.00

Deputy Weighmaster:
ERNEST BROWN

WARNING: Unauthorized hazardous waste prohibited by law.

MERCHANT COPY

GOLDEN BEAR TRANSFER
1 PARR BLVD
510-412-4500, CA 94801

10/03/2016 15:11:43

CREDIT CARD
VISA SALE

CARD #	XXXXXXXXXXXX0639
INVOICE	0033
SEQ #:	0030
Batch #:	001196
Approval Code:	042885
Entry Method:	Manual
Mode:	Online
Tax Amount:	$0.00
SALE AMOUNT	**$184.88**

CUSTOMER COPY

NITARY LANDFILL, INC. A 751731

Ticket: 329649
Date: 10/3/2016
Time: 15:09:38-15:10:51

Scale

Gross:	0 LB	In	Scale
Tare:	0 LB	Out	Scale
Net:	0 LB		
Net Tons:	0.00		

Quantity	Unit	Rate	Amount
5.00	Yards	$33.00/Yard	$165.00
165.00	%	12.05%/%	$19.88

Total Amount: $184.88

Visa: XXXX-XXXX-XXXX-0639: $184.88
Change: $0.00

Driver:

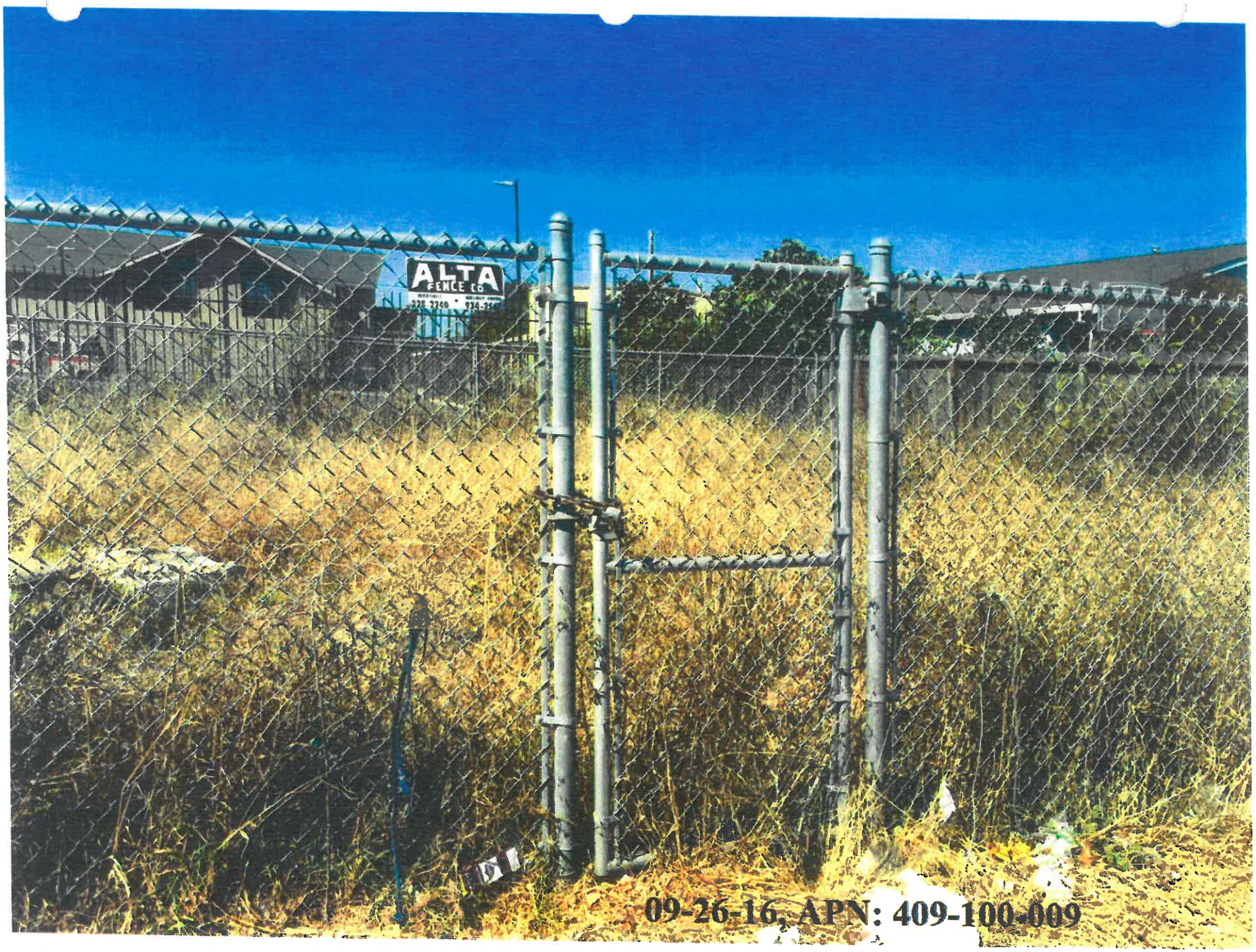
Deputy Weighmaster:
NELSON BARAHONA

WARNING:

VERIFIMASTER CERTIFICATE

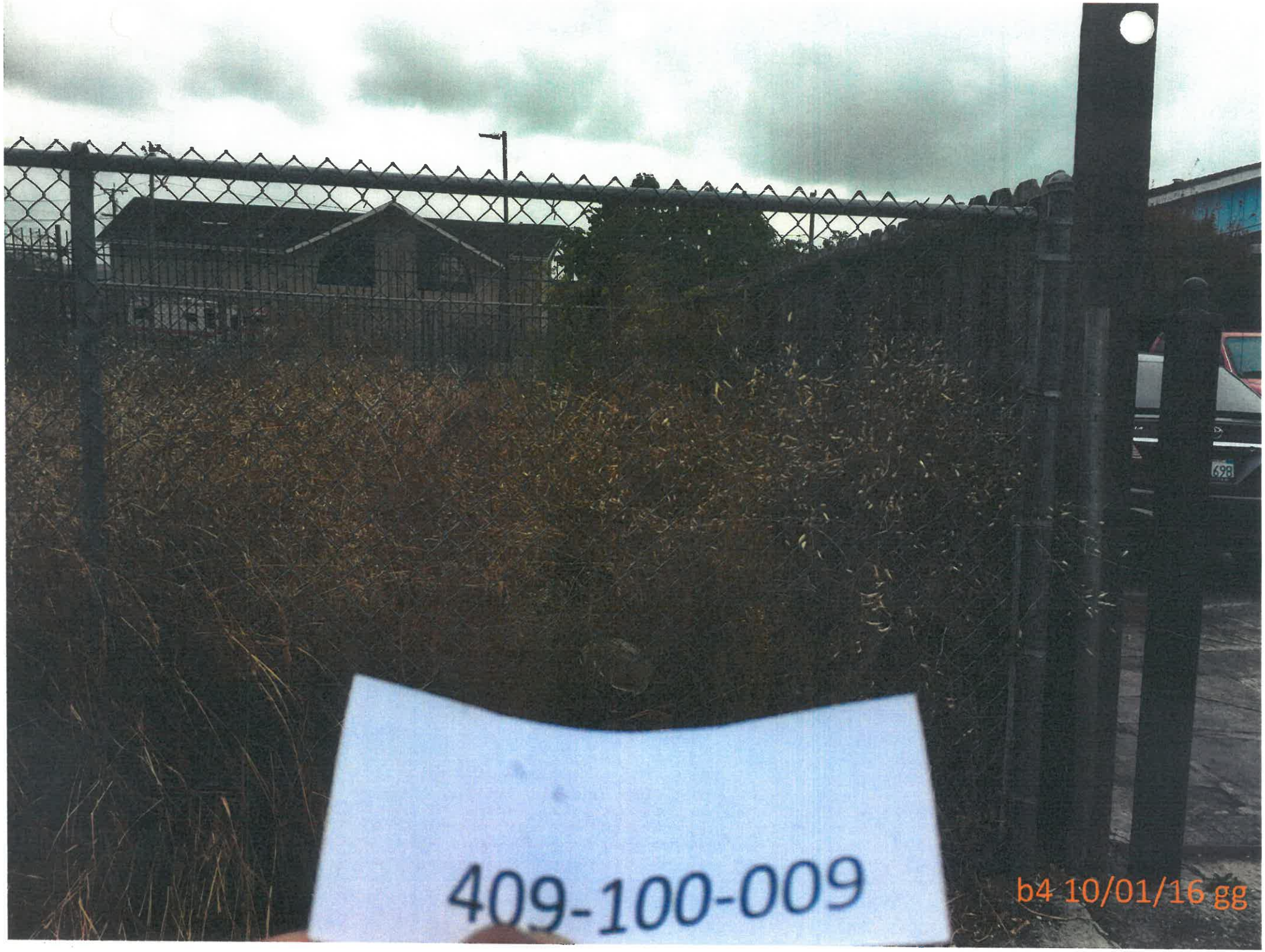
409-100-009

1875



09-26-16, APN: 409-100-009

409- 100- 009


409-100-009
b4 10/01/16 gg

ALTA
FENCE CO.
b4 10/01/16 gg
409-100-009

409-100-000
b4 10/01/16 gg

After 10/1/16 gg
409-100-009

ALTA
FENCE CO.
After 10/1/16 gg
409-100-009

After 10/1/16 gg
409-100-009

Ellingberg, Latonia

From: McGrath, Cindy
Sent: Tuesday, November 01, 2016 9:07 AM
To: 'darrel@deboerarchitects.com'
Subject: 430-122-032
Attachments: SKM_654e16110108580.pdf

Good Morning Mr. DeBoer,

The next Fire Advisory Commissioners Meeting will be Monday, December 12, 2016 at 7:00 p.m. in our Training Offices at 2945 Treat Blvd., Concord. Please advise Ms. Latonia Ellingberg (925/941-3318), executive secretary, if you plan to attend so she may add you to the agenda.

Attached is our picture we supplied to the contractor, and then the following two are the contractor's before and after pictures, pursuant to Ms. Kathy Woofter's request.

Cindy McGrath
CCCFPD Clerk
(925) 941-3674
cmcgr@cccfpd.org

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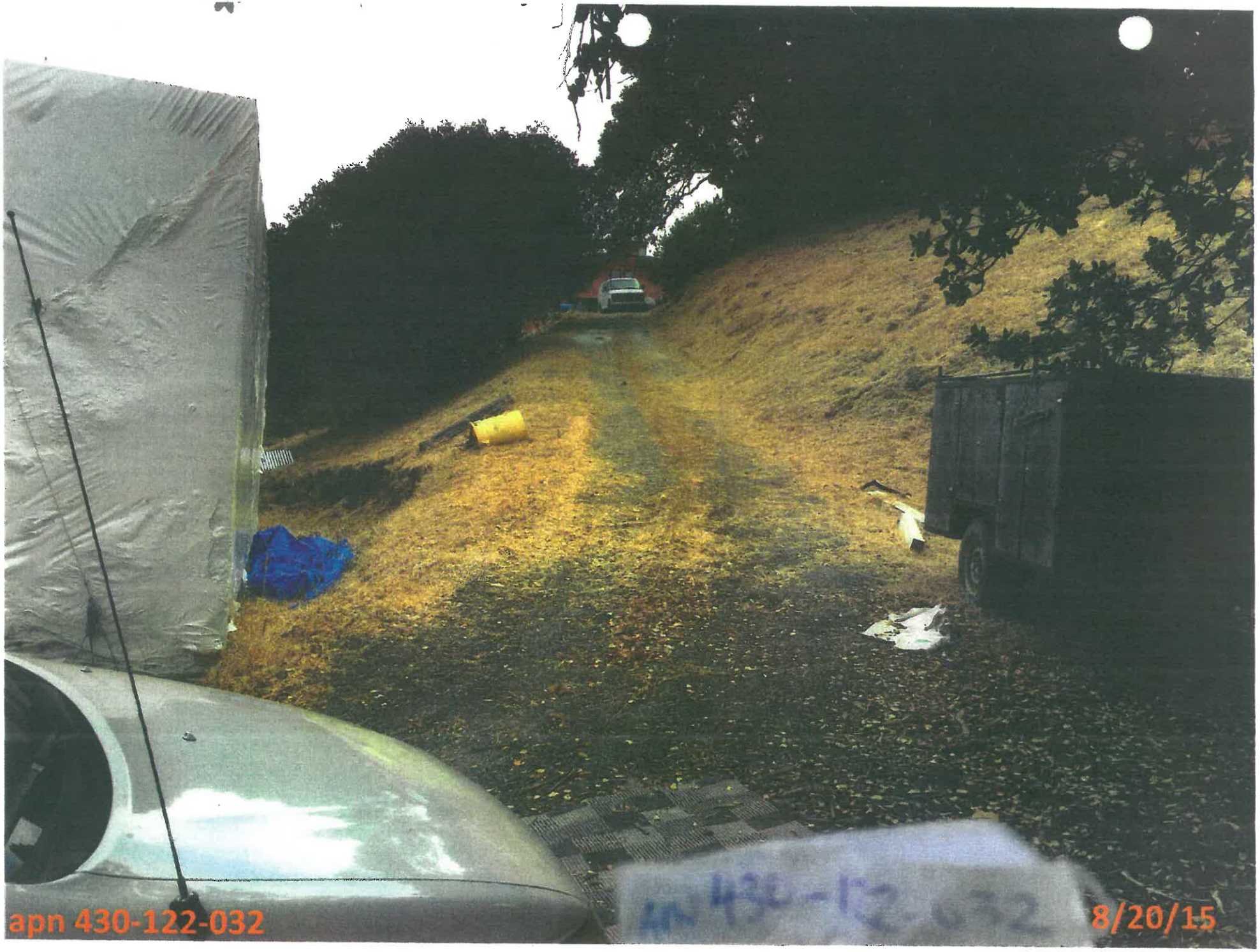
apn 430-122-032
8/20/15

08/12/2015


apn 430-122-032
8/20/15

Contra Costa County **Fire Protection District**

MINUTES

October 24, 2016

The Advisory Fire Commission met at a regular meeting on Monday, October 24, 2016 at 7:00 p.m. Vice Chairman Ed Haynes called the meeting to order and led the salute to the flag.

ROLL CALL

Present:	Commissioners:	Mike Egan – At Large #1 Debra Galey – District IV Bill Granados – District II Ed Haynes – District III Nat Rojanasathira – District V Erling Horn (Alternate – District II) Walter Fields (Alternate – District V)
	Absent:	Richard "Tom" Chapman – At Large #2
	Fire Chief:	Jeff Carman

PUBLIC HEARINGS

A. Vice Chairman Haynes opened the public hearing on the October 19, 2016 Report on the Cost of Abatement. Hearing no objections or protests to the October 19, 2016 Abatement Report, the hearing was closed. Vice Chairman Haynes then asked for a motion to adopt the "Resolution of Confirmation" confirming the October 19, 2016 Abatement Report in the amount of $98,110.59. Commissioner Rojanasathira moved that the Commission adopt the Resolution of Confirmation confirming the Abatement Report, seconded by Commissioner Granados. Said motion carried by a unanimous vote (AYES: Egan, Galey, Granados, Haynes, Rojanasathira).

Commissioner Rojanasathira made an additional motion to have District staff adjust or modify any charges found to be incorrect because the charge was entered:

a) more than once,
b) through clerical error,
c) through the error or mistake of a material fact, or
d) illegally

Motion seconded by Commissioner Egan. Said motion carried by a unanimous vote (AYES: Egan, Galey, Granados, Haynes, Rojanasathira).

PUBLIC COMMENTS – None

CONSENT ITEMS

A. August 8, 2016 Meeting Minutes:

Commissioner Egan made a motion to approve the August 8, 2016 meeting. Motion was seconded by Commissioner Granados. Said motion carried by a unanimous vote (AYES: Egan, Galey, Granados, Haynes, Rojanasathira).

B. Accept and File Reports:

1. Personnel Report – Reviewed/discussed report of October 24, 2016.

2. Operating Budget – Reviewed/discussed reports of September 13 and October 12, 2016.

3. Fire Prevention Report – Reviewed/discussed October 24, 2016 report.

Commissioner Rojanasathira shared a sample Fire Prevention and District Activity Report utilizing line graphs.

4. Monthly Activity Reports – Reviewed/discussed August 2016 and September 2016 reports.

5. Suppression Leave Summary – Reviewed/discussed August 2016 and September 2016 reports.

6. Correspondence – Reviewed

Commissioner Egan made a motion to accept and file reports as written, seconded by Commissioner Granados. Said motion carried by a unanimous vote (AYES: Egan, Galey, Granados, Haynes, Rojanasathira).

FIRE CHIEF'S REPORT – Reviewed/discussed October 24, 2016 report.

UNFINISHED BUSINESS

A. Discussed comparison between 2016 and 2015 Weed Abatement figures.

B. Secretary Ellingberg reported back that the standard action style of minutes is the preference of the Board of Supervisors.

C. The Fire Chief's report included an update on the reopening of closed stations.

D. Commissioner Haynes reported that he discussed with Assistant Chief Goetsch any possible issues regarding the dissemination of Significant Incident Reports for West County, and if issues exist they will be resolved.

E. Chief Carman reported that an updated organizational chart will soon be available.

NEW BUSINESS

A. Declaration of Surplus Equipment – Report of October 12, 2016

Commissioner Granados made a motion to approve the surplus of equipment listed on the declaration report of October 12, 2016. Motion was seconded by Commissioner Rojanasathira. Said motion carried by a unanimous vote (AYES: Egan, Galey, Granados, Haynes, Rojanasathira).

B. Discuss Questionnaire for 2016-17 Triennial Sunset Review

Secretary Ellingberg will prepare a draft for review at the December meeting; and she will also contact the Clerk of the Board to request that the December 1 submission deadline be extended.

COMMISSIONERS' COMMENTS / ITEMS FOR FUTURE AGENDAS

- Commissioner Haynes expressed interest in seeing the Assigned Incidents by Station reports broken down by type of runs.
- Commissioner Galey added her interest in seeing the total number of runs versus the total number of personnel.

Commissioner Granados made a motion to adjourn the meeting; seconded by Commissioner Rojanasathira. Said motion carried by a unanimous vote (AYES: Egan, Galey, Granados, Haynes, Rojanasathira).

Meeting adjourned at 9:20 p.m.

NEXT MEETING DATE AND TIME

December 12, 2016, 7:00 p.m.

_____

Latonia Ellingberg, Recording Secretary

Contra Costa County Fire Protection District

TO: Advisory Fire Commission

FROM: Jackie Lorrekovich, Chief of Administrative Services

SUBJECT: Personnel Report

DATE: December 12, 2016

SERVICE AWARDS

20-YEAR

Thomas Bradley	Fire Captain	10-01-96
Brian Plake	Fire Engineer	10-01-96
Troy Skillman	Fire Engineer	10-28-96

15-YEAR

Johnny Young	Fire Inspector II	10-01-01
Randy Champion	Fire Prevention Captain	11-05-01

RETIREMENTS

Tom Oakley	Battalion Chief	04-01-83	11-02-16
James Howard	Battalion Chief	08-01-84	11-17-16
Darin Peterson	Captain	11-28-88	11-26-16

RESIGNATIONS

Corey Maciel	Firefighter/PM-Recruit	10-29-16
Brendan McDonagh	Firefighter-Recruit	10-29-16
Melissa Grosskopf	Firefighter-Recruit	11-04-16
Shawn Cline	Firefighter/PM-Recruit	11-29-16

SUPPRESSION STAFFING VACANCIES*

	Minimum Staffing	Current Staffing	Vacancies
Fire Captain	75	74	1
Fire Engineer	81	77	4
Firefighter	81	82	(1)
Firefighter-Recruit	0	8	(8)
TOTAL	237	241	(4)

* The suppression staffing report reflects full staffing at 25 fire companies and two squads.

2010 Geary Road • Pleasant Hill, California 94523-4619 • Telephone (925) 941-3300 • Fax (925) 941-3309
East County • Telephone (925) 757-1303 • Fax (925) 941-3329 West County • Telephone (510) 374-7070
www.cccfpd.org

CCCFPD General Fund Expenditures Summary
FY 2016-17 Period 4 (as of 11/14/16)

Dept	Obj	Sub Obj	Description	Appropriation	Adj	Expenditures	Encumbr	Balance	% Used	
0952	6000	6201	GENERAL INVENTORY CLEAR	0	0	72,896	0	(72,896)		
0952	6000	6203	FUEL INVENTORY CLEARING	0	0	37,049	0	(37,049)		
0952	6000	6205	PARTS INVENTORY CLEARING	0	0	21,870	0	(21,870)		
	6000 Total			**0**	**0**	**131,815**	**0**	**(131,815)**		
7300	1000	1011	PERMANENT SALARIES	37,497,693	0	11,951,840	0	25,545,853	31.87%	
7300	1000	1013	TEMPORARY SALARIES	275,000	0	114,325	0	160,675	41.57%	
7300	1000	1014	PERMANENT OVERTIME	9,646,160	0	3,636,276	0	6,009,884	37.70%	
7300	1000	1015	DEFERRED COMP CTY CONTRB	29,580	0	8,120	0	21,460	27.45%	
7300	1000	1019	COMP & S D I RECOVERIES	0	0	(82,801)	0	82,801		
7300	1000	1042	F.I.C.A.	710,710	0	226,956	0	483,754	31.93%	
7300	1000	1044	RETIREMENT EXPENSE	24,863,020	0	7,644,262	0	17,218,758	30.75%	
7300	1000	1046	EXCESS RETIREMENT BENEFIT	53,000	0	7,409	0	45,591	13.98%	
7300	1000	1060	EMPLOYEE GROUP INSURANCE	5,983,500	0	1,774,265	0	4,209,235	29.65%	
7300	1000	1061	RETIREE HEALTH INSURANCE	5,637,000	0	1,738,018	0	3,898,982	30.83%	
7300	1000	1062	OPEB PRE-PAY	1,959,289	0	489,822	0	1,469,467	25.00%	
7300	1000	1063	UNEMPLOYMENT INSURANCE	0	0	10,571	0	(10,571)		
7300	1000	1070	WORKERS COMPENSATION INS	5,004,440	0	1,576,483	0	3,427,957	31.50%	
	1000 Total			**91,659,392**	**0**	**29,095,545**	**0**	**62,563,847**	**31.74%**	
7300	2000	2100	OFFICE EXPENSE	143,910	0	28,503	0	115,407	19.81%	
7300	2000	2102	BOOKS-PERIODICLS-SUBSCRPT	29,025	0	12,888	0	16,137	44.40%	
7300	2000	2103	POSTAGE	0	0	26	0	(26)		
7300	2000	2110	COMMUNICATIONS	579,750	0	200,412	0	379,338	34.57%	
7300	2000	2120	UTILITIES	498,930	0	174,971	0	323,959	35.07%	
7300	2000	2130	SMALL TOOLS & INSTRUMENTS	52,898	0	6,501	0	46,397	12.29%	
7300	2000	2131	MINOR FURNITURE/EQUIPMENT	451,312	0	96,728	0	354,584	21.43%	
7300	2000	2132	MINOR COMPUTER EQUIPMENT	382,550	0	107,043	9,180	266,328	27.98%	
7300	2000	2140	MEDICAL & LAB SUPPLIES	162,200	0	45,737	0	116,463	28.20%	
7300	2000	2150	FOOD	31,450	0	10,344	0	21,106	32.89%	
7300	2000	2160	CLOTHING & PERSONAL SUPPL	543,398	0	121,651	0	421,747	22.39%	
7300	2000	2170	HOUSEHOLD EXPENSE	290,730	0	82,087	0	208,643	28.23%	
7300	2000	2190	PUBLICATNS & LEGL NOTICES	6,200	0	250	0	5,950	4.03%	
7300	2000	2200	MEMBERSHIPS	13,730	0	4,016	0	9,714	29.25%	
7300	2000	2250	RENTS & LEASES -EQUIPMENT	407,350	0	149,569	0	257,781	36.72%	
7300	2000	2251	COMPUTER SOFTWARE COST	352,388	0	273,473	1,030	77,885	77.61%	(1)
7300	2000	2260	RENTS & LEASES -PROPERTY	5,300	0	829	0	4,471	15.63%	
7300	2000	2270	MAINTENANCE -EQUIPMENT	240,745	0	55,766	0	184,979	23.16%	
7300	2000	2271	VEHICLE REPAIRS	674,650	0	347,416	0	327,234	51.50%	
7300	2000	2272	VEHICLE FUEL/OIL	418,000	0	88,026	0	329,974	21.06%	
7300	2000	2273	CNTRL GARAGE TIRES	150,000	0	14,996	0	135,004	10.00%	
7300	2000	2276	MNTN RADIO-ELECTRON EQUIP	0	0	15	0	(15)		
7300	2000	2281	MAINTENANCE OF BUILDINGS	1,560,182	0	153,566	0	1,406,616	9.84%	
7300	2000	2282	GROUNDS MAINTENANCE	629,230	0	193,207	0	436,023	30.71%	
7300	2000	2300	TRANSPORTATION AND TRAVEL	10,000	0	1,744	0	8,256	17.44%	
7300	2000	2301	AUTO MILEAGE EMPLOYEES	3,000	0	385	0	2,615	12.84%	
7300	2000	2303	OTHER TRAVEL EMPLOYEES	382,550	0	36,540	0	346,010	9.55%	
7300	2000	2310	NON CNTY PROF SPCLZD SVCS	1,296,504	0	133,917	0	1,162,587	10.33%	
7300	2000	2314	CONTRACTED TEMPORARY HELP	10,000	0	5,692	6,966	(2,658)	56.92%	
7300	2000	2331	GSD COURIER SERVICE	1,963	0	0	0	1,963	0.00%	
7300	2000	2360	INSURANCE	0	0	71	0	(71)		
7300	2000	2467	TRAINING & REGISTRATIONS	0	0	0	9,113	(9,113)		
7300	2000	2474	FIRE FIGHTING SUPPLIES	905,590	0	305,041	0	600,549	33.68%	
7300	2000	2477	ED SUPPLIES AND COURSES	46,650	0	20,128	0	26,522	43.15%	
7300	2000	2479	OTHER SPECIAL DPMTAL EXP	22,672	0	3,027	0	19,645	13.35%	
7300	2000	2490	MISC SERVICES & SUPPLIES	36,346	0	6,572	0	29,774	18.08%	
	2000 Total			**10,339,203**	**0**	**2,681,136**	**26,288**	**7,631,779**	**25.93%**	
7300	3000	3505	RETIRE OTH LONG TERM DEBT	1,250,814	0	1,250,814	0	(0)	100.00%	
7300	3000	3515	INT ON OTH LONG TERM DEBT	234,700	0	234,700	0	0	100.00%	
7300	3000	3530	TAXES & ASSESSMENTS	36,000	0	27,108	0	8,892	75.30%	

CCCFPD General Fund Expenditures Summary
FY 2016-17 Period 4 (as of 11/14/16)

7300	3000	3611	INTERFUND EXP - GOV/GOV	2,189,304	0	573,419	0	1,615,885	26.19%	
7300	3000	3614	DOIT PHONE EXCHANGE	65,268	0	21,829	0	43,439	33.44%	
7300	3000	3615	DOIT DATA PROC SVCS	167,322	0	54,725	0	112,597	32.71%	
7300	3000	3616	DOIT DATA PROC SUPPLY	2,000	0	815	0	1,185	40.75%	
7300	3000	3617	DOIT MNTN RADIO EQMT	75,000	0	20,504	0	54,497	27.34%	
7300	3000	3618	DOIT OTHER TELCOM CHARGES	8,909	0	4,261	0	4,648	47.83%	
7300	3000	3619	GEN SVC-BLDG OCPNCY COSTS	12,553	0	5,225	0	7,328	41.62%	
7300	3000	3620	GEN SVC-REQUESTED MNTCE	20,616	0	566	0	20,050	2.75%	
7300	3000	3622	GEN SVC-OTHER GS CHARGES	179,992	0	338,814	0	(158,822)	188.24%	(2)
7300	3000	3626	INFO SECURITY CHG	26,169	0	8,723	0	17,446	33.33%	
	3000 Total			**4,268,647**	**0**	**2,541,503**	**0**	**1,727,144**	**59.54%**	
7300	4000	4707	000-TRAINING TOWER RESTOR	0	0	7,462	0	(7,462)		
7300	4000	4951	OFFICE EQUIP & FURNITURE	60,000	0	13,410	0	46,590	22.35%	
7300	4000	4952	INSTITUTIONL EQUIP & FURN	0	16,310	16,310	0	0	100.00%	
7300	4000	4953	AUTOS & TRUCKS	141,000	956,875	0	956,875	141,000	0.00%	
7300	4000	4954	MEDICAL & LAB EQUIPMENT	50,000	0	0	0	50,000	0.00%	
7300	4000	4955	RADIO & COMMUNICATN EQUIP	130,000	0	0	0	130,000	0.00%	
7300	4000	4956	TOOLS & SUNDRY EQUIPMENT	466,000	0	46,870	0	419,130	10.06%	
	4000 Total			**847,000**	**973,185**	**84,052**	**956,875**	**779,258**	**4.62%**	
7300	5000	5011	REIMBURSEMENTS-GOV/GOV	14,069,608	0	0	0	14,069,608	0.00%	
7300	5000	5016	TRANSFERS - GOV/GOV	2,603,495	0	0	0	2,603,495	0.00%	
	5000 Total			**16,673,103**	**0**	**0**	**0**	**16,673,103**	**0.00%**	
7300	6000	6205	PARTS INVENTORY CLEARING	0	0	0	0	0		
	6000 Total			**0**	**0**	**0**	**0**	**0**		
	Grand Total			**123,787,345**	**973,185**	**34,534,051**	**983,163**	**89,243,315**	**27.68%**	

(1) TriTech annual CAD maintenance and support.
(2) Training and fire stations asphalt repair.

CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

MEMORANDUM

TO: Jeff Carman, Fire Chief
Lewis Broschard, Deputy Fire Chief

FROM: Robert Marshall, Fire Marshal

SUBJECT: Advisory Fire Commission, Fire Prevention Bureau Report for October 2016 and November 2016

DATE: December 12, 2016

October 2016:

	Engineering	Code Enforcement
Inspections	571	1145
Plan reviews	244	
Pub Ed Events	85	
Vegetation Inspections	0	
Investigations	67	

November 2016:

	Engineering	Code Enforcement
Inspections	560	967
Plan reviews	251	
Pub Ed Events	48	
Vegetation Inspections	0	
Investigations	52	

(10/01/2016 ~ 10/31/2016)

Station	Runs	Runs/Day	Code 3
6	562	18.13	397
70	393	12.68	344
1	374	12.06	279
81	304	9.81	257
85	303	9.77	234
83	282	9.1	230
5	276	8.9	209
86	267	8.61	228
82	252	8.13	196
84	242	7.81	198
9	240	7.74	184
3	233	7.52	203
8	197	6.35	156
2	187	6.03	137
88	176	5.68	144
15	164	5.29	108
10	162	5.23	124
14	162	5.23	126
69	141	4.55	122
13	128	4.13	104
7	118	3.81	76
11	94	3.03	66
17	71	2.29	46
22	70	2.26	46
19	2	0.06	2
	5400	174.19	4216

(11/01/2016 ~ 11/30/2016)

Station	Runs	Runs/Day	Code 3
6	589	19.63	440
70	406	13.53	360
1	355	11.83	271
85	281	9.37	220
84	274	9.13	223
5	266	8.87	217
81	265	8.83	222
83	265	8.83	214
9	250	8.33	200
86	239	7.97	207
82	236	7.87	190
3	210	7	200
88	183	6.1	142
8	182	6.07	136
2	165	5.5	126
10	155	5.17	120
15	151	5.03	99
13	144	4.8	116
14	143	4.77	117
69	140	4.67	117
7	113	3.77	80
11	75	2.5	54
22	65	2.17	47
17	49	1.63	27
19	2	0.07	2
	5203	173.43	4147

(10/01/2016 ~ 10/31/2016)

Unit	Runs	Runs/Day	Code 3
E106	367	11.84	283
E185	298	9.61	229
E181	297	9.58	250
E105	276	8.9	209
Q183	275	8.87	224
E186	253	8.16	215
E170	250	8.06	215
E182	249	8.03	193
E109	234	7.55	178
E103	233	7.52	203
T101	224	7.23	145
T184	215	6.94	174
E108	193	6.23	152
E102	184	5.94	134
E188	172	5.55	140
E115	163	5.26	107
E110	160	5.16	122
T106	160	5.16	92
SQ1	150	4.84	134
SQ70	143	4.61	129
E169	137	4.42	118
E114	129	4.16	100
E113	124	4	101
E107	113	3.65	71
E111	90	2.9	64
E117	71	2.29	46
E122	68	2.19	44
Q106	35	1.13	22
Q114	33	1.06	26
Q184	27	0.87	24
E386	14	0.45	13
E381	7	0.23	7
E383	7	0.23	6
E309	6	0.19	6
BS107	5	0.16	5
E385	5	0.16	5
E308	4	0.13	4
E311	4	0.13	2
E313	4	0.13	3
E388	4	0.13	4
E302	3	0.1	3
R369	3	0.1	3
R382	3	0.1	3
E322	2	0.06	2
R310	2	0.06	2
WT219	2	0.06	2
E315	1	0.03	1
E369	1	0.03	1
_	5400	174.19	4216

(11/01/2016 ~ 11/30/2016)

Unit	Runs	Runs/Day	Code 3
E106	372	12.4	293
E185	281	9.37	220
T184	274	9.13	223
E105	266	8.87	217
Q183	265	8.83	214
E181	264	8.8	221
E170	263	8.77	222
E109	250	8.33	200
E186	239	7.97	207
E182	231	7.7	185
T106	217	7.23	147
E103	210	7	200
T101	203	6.77	132
E188	183	6.1	142
E108	182	6.07	136
E102	165	5.5	126
E110	152	5.07	117
E115	151	5.03	99
SQ70	143	4.77	138
E113	142	4.73	115
SQ1	139	4.63	130
E169	136	4.53	113
E107	112	3.73	79
E114	83	2.77	69
E111	75	2.5	54
E122	64	2.13	46
Q114	58	1.93	46
E117	49	1.63	27
Q101	9	0.3	6
R382	5	0.17	5
E101	4	0.13	3
R310	3	0.1	3
R369	3	0.1	3
E313	2	0.07	1
E314	2	0.07	2
E419	2	0.07	2
BS107	1	0.03	1
E322	1	0.03	1
E369	1	0.03	1
E381	1	0.03	1
	5203	173.43	4147

Contra Costa County Fire Protection District

Station Summary

Year: 2016 Month: 10

Area	City	Code 3 Calls	Mutual Aid	Auto Aid	Fire: Struc.	Fire: Veg.	Fire: Other	EMS Rescue	Hazard	Public Service	Mistaken Alarm	False Alarm	Other NF	Total	Code 3: PP - FD Processing	Code 3: FD - FE Turnout	Code 3: FE - FA Travel	Code 3: Total Response
01	Walnut Creek	180	0	2	2	0	3	149	3	11	49	28	0	245	01:15	00:31	04:16	05:57
02	Pleasant Hill	132	0	0	2	1	2	118	2	6	15	6	0	152	01:23	00:33	04:50	06:44
03	Walnut Creek	204	0	0	0	0	2	190	2	7	23	4	0	228	01:21	00:27	05:21	07:12
04	Walnut Creek	22	0	10	0	0	2	13	5	4	11	1	2	38	01:14	00:43	08:04	10:13
05	Pleasant Hill	161	0	0	1	1	2	132	1	11	39	8	0	195	01:18	00:32	04:34	06:25
06	Concord	295	0	4	2	1	6	241	6	14	80	17	0	367	01:13	00:33	04:58	06:43
07	Walnut Creek	61	0	0	0	0	1	58	2	6	13	6	0	86	01:23	00:28	04:57	06:48
08	Concord	144	0	1	5	1	0	129	3	11	15	7	1	172	01:17	00:32	04:30	06:14
09	Pacheco	136	0	0	0	0	4	90	5	7	57	10	0	173	01:20	00:33	05:03	06:50
10	Concord	84	0	0	0	0	1	71	2	8	20	6	0	108	01:14	00:28	05:02	06:42
11	Clayton	60	0	2	0	1	1	50	2	11	15	5	0	85	01:24	00:30	04:28	06:12
12	Martinez	80	0	0	0	2	0	48	7	5	27	4	1	94	01:24	00:34	06:12	08:13
13	Martinez	35	0	0	0	0	0	28	0	1	12	3	1	45	01:13	00:30	06:05	07:40
14	Martinez	59	0	1	1	0	0	59	4	2	8	2	0	76	01:10	00:32	03:56	05:39
15	Lafayette	81	0	7	1	0	1	69	5	5	16	3	1	101	01:27	00:36	05:28	07:32
16	Lafayette	7	0	8	0	0	0	6	0	0	3	2	2	13	01:15	00:35	06:51	08:42
17	Lafayette	17	0	1	0	0	0	17	4	1	0	0	0	22	01:12	00:35	06:10	07:57
18	Clyde	6	0	0	0	0	0	2	0	0	7	1	0	10	01:00	00:33	06:19	07:48
19	Martinez	2	0	1	0	0	0	2	0	0	0	0	0	2	01:30	00:10		
21	Concord	45	0	0	0	0	0	41	0	2	11	4	0	58	01:14	00:32	06:09	07:57
22	Concord	19	0	1	0	1	0	15	1	1	8	0	0	26	01:04	00:30	04:43	06:17
69	El Sobrante	64	0	28	1	0	3	55	6	2	11	3	1	82	01:15	00:39	05:10	07:06
70	San Pablo	284	0	99	2	2	23	202	8	13	65	4	8	327	01:18	00:42	05:05	07:01
81	Antioch	231	0	6	2	2	10	185	4	13	46	4	0	266	01:16	00:34	04:36	06:31
82	Antioch	189	0	3	3	0	3	167	5	7	34	15	0	234	01:17	00:31	05:12	06:56
83	Antioch	178	0	1	0	2	6	141	6	4	37	9	0	205	01:20	00:28	05:09	06:58
84	Pittsburg	78	0	0	2	1	4	52	2	8	19	2	0	90	01:16	00:33	05:25	07:16
85	Pittsburg	180	0	1	4	1	4	147	4	9	30	14	0	213	01:14	00:30	05:10	06:53
86	Bay Point	159	0	1	2	5	2	129	2	4	31	11	0	186	01:26	00:35	05:43	07:49
87	Pittsburg	82	0	3	2	2	1	60	0	2	23	6	1	97	01:09	00:33	06:05	07:52
88	Antioch	103	0	10	1	0	0	77	2	1	28	4	0	113	01:16	00:29	05:24	07:10
CON	Unclassified	9	0	4	0	1	0	4	1	0	4	0	1	11	01:36	00:36	06:39	07:31
**Other		102	0	112	4	2	3	53	6	2	41	0	1	112	00:44	01:02	05:55	07:27
		3489	0	306	37	26	84	2800	100	178	798	189	20	4232				

* PP: phone pick up, FD: 1st unit dispatched, FE: 1st unit enroute, FA: 1st unit arrived, average of code 3; (Revised on 08/11/2014)
Total Response: PP - FA
**Other: incidents outside CON with CON units at least enroute, staged or arrived;
Travel/Response time: between first unit enroute/phone pickup and first unit arrived, or first unit staged if staging time is earlier than first arrival time.
Time caps Processing: 5:00 mins; Turnout: 4:00 mins; Travel: 14:00 mins; Total Response: 16:00 mins

Contra Costa County Fire Protection District

Station Summary

Year: 2016 Month: 11

Area	City	Code 3 Calls	Mutual Aid	Auto Aid	Fire: Struc.	Fire: Veg.	Fire: Other	EMS Rescue	Hazard	Public Service	Mistaken Alarm	False Alarm	Other NF	Total	Code 3: PP - FD Processing	Code 3: FD - FE Turnout	Code 3: FE - FA Travel	Code 3: Total Response
01	Walnut Creek	177	0	0	1	0	2	133	5	15	55	24	0	235	01:23	00:29	03:50	05:42
02	Pleasant Hill	101	0	0	1	0	1	96	3	5	8	11	0	125	01:24	00:31	04:40	06:30
03	Walnut Creek	206	0	0	0	0	0	195	1	4	11	2	2	215	01:15	00:29	05:23	07:08
04	Walnut Creek	22	0	2	0	0	0	13	1	1	10	1	1	27	01:08	00:39	06:28	08:04
05	Pleasant Hill	156	0	0	3	0	1	132	3	4	25	7	1	176	01:20	00:31	04:22	06:16
06	Concord	283	0	1	0	0	2	249	6	19	56	15	4	351	01:21	00:34	05:06	06:58
07	Walnut Creek	69	0	0	0	0	0	63	1	9	14	7	0	94	01:26	00:26	05:01	06:55
08	Concord	114	0	0	0	0	2	106	2	10	21	4	0	145	01:21	00:38	04:46	06:43
09	Pacheco	151	0	2	0	0	6	102	1	9	53	11	0	182	01:17	00:36	04:49	06:38
10	Concord	96	0	0	2	0	1	80	3	6	17	5	0	114	01:13	00:30	04:32	06:15
11	Clayton	56	0	4	1	0	0	44	5	6	21	3	0	80	01:15	00:28	05:01	06:45
12	Martinez	63	0	0	0	0	1	41	1	1	25	9	0	78	01:10	00:31	05:56	07:39
13	Martinez	54	0	0	0	0	1	46	4	2	9	1	0	63	01:28	00:34	05:35	07:35
14	Martinez	53	0	0	1	0	1	46	1	2	12	2	0	65	01:06	00:33	04:46	06:28
15	Lafayette	57	0	4	1	0	1	52	5	5	9	5	1	79	01:21	00:35	05:03	07:02
16	Lafayette	9	0	5	0	0	0	6	1	2	4	2	0	15	01:09	00:38	08:30	10:23
17	Lafayette	10	0	1	0	0	0	9	1	3	2	3	0	18	00:58	00:55	04:22	06:17
18	Clyde	11	0	0	0	0	0	5	0	1	7	1	0	14	00:54	00:46	07:07	08:46
19	Martinez	2	0	2	0	0	0	1	0	0	1	0	1	3	00:49	00:31	10:06	11:39
21	Concord	59	0	0	1	0	0	53	1	5	6	3	0	69	01:16	00:31	06:10	07:58
22	Concord	29	0	0	1	0	1	24	0	2	3	1	0	32	01:06	00:35	05:10	06:54
69	El Sobrante	82	0	21	1	0	1	69	0	9	16	2	2	100	01:20	00:37	05:00	06:50
70	San Pablo	297	0	98	2	0	11	229	12	4	64	12	11	345	01:20	00:40	04:56	06:52
81	Antioch	179	0	3	3	0	9	137	9	6	30	8	0	202	01:11	00:35	04:24	06:12
82	Antioch	177	0	1	0	0	3	161	4	10	25	12	0	215	01:16	00:29	05:03	06:44
83	Antioch	187	0	2	4	0	5	147	2	10	40	8	1	217	01:17	00:30	05:31	07:16
84	Pittsburg	78	0	0	1	1	2	64	1	5	15	4	2	95	01:16	00:29	05:13	06:56
85	Pittsburg	187	0	0	2	0	4	161	1	12	38	10	0	228	01:16	00:34	05:20	07:15
86	Bay Point	153	0	2	1	0	6	119	2	7	36	5	0	176	01:20	00:35	05:54	07:51
87	Pittsburg	68	0	0	0	0	0	55	1	0	17	6	1	80	01:07	00:35	06:10	07:56
88	Antioch	97	0	5	0	0	1	81	5	6	22	4	0	119	01:12	00:28	05:08	06:43
CON	Unclassified	5	0	2	0	0	1	4	0	0	0	0	0	5	01:59	00:50	06:47	09:55
**Other		96	1	105	4	1	4	46	2	2	41	5	1	106	00:53	00:45	06:09	07:24
		3384	1	260	30	2	67	2769	84	182	713	193	28	4068				

* PP: phone pick up, FD: 1st unit dispatched, FE: 1st unit enroute, FA: 1st unit arrived, average of code 3; (Revised on 08/11/2014)
Total Response: PP - FA
**Other: incidents outside CON with CON units at least enroute, staged or arrived;
Travel/Response time: between first unit enroute/phone pickup and first unit arrived, or first unit staged if staging time is earlier than first arrival time.
Time caps Processing: 5:00 mins; Turnout: 4:00 mins; Travel: 14:00 mins; Total Response: 16:00 mins

CONTRA COSTA COUNTY
Fire Protection District

Apparatus
Automatic Aid Agreements
After Action Review - SP
After Action Review
Fuel Log
Bid Assignment
Fire Trails
Forms
Monthly Standby
Incident Review
NFIRS
Operations Meeting Minutes
Programs
Reports
Training
Wildland Firefighting Program
Logout

Aid Provided (10/1/2016 - 10/31/2016)

Unit counts based on Business Rule (ST64, ST70)

Provider	Jurisdiction								
	CCE	CON	CRK	ECR	MOR	POE	RDO	RMD	SRM
CCE	-	27/30	0/0	1/1	0/0	0/0	0/0	0/0	0/0
CDF	13/13	8/8	1/1	0/0	1/1	0/0	0/0	0/0	0/0
CON	9/12	-	2/2	0/0	6/8	19/21	7/8	79/87	1/1
CRK	0/0	1/1	-	0/0	0/0	1/1	7/8	0/0	0/0
ECR	0/0	12/12	0/0	-	5/7	1/1	1/1	1/1	0/0
MOR	0/0	19/30	0/0	0/0	-	0/0	0/0	0/0	0/0
POE	0/0	10/10	1/1	0/0	0/0	-	6/6	1/1	0/0
RDO	0/0	6/8	3/5	0/0	0/0	13/16	-	0/0	0/0
RMD	0/0	126/154	1/1	0/0	1/1	0/0	0/0	-	0/0
SRM	0/0	17/17	0/0	0/0	0/0	0/0	0/0	0/0	-
TNT	0/0	3/3	0/0	0/0	0/0	0/0	0/0	0/0	0/0

Response Area - Contract

Jurisdiction	Response Area	Provider	Incidents	Units
POE	Contract	CON	5	5
POE	Contract	POE	35	35

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CONTRA COSTA COUNTY
Fire Protection District

Aid Provided (11/1/2016 - 11/30/2016)

Unit counts based on Business Rule (ST64, ST70)

Provider	Jurisdiction								
	CCE	CON	CRK	ECR	MOR	POE	RDO	RMD	SRM
CCE	-	12/17	0/0	0/0	0/0	0/0	0/0	1/1	0/0
CDF	17/17	4/4	0/0	0/0	0/0	0/0	0/0	0/0	0/0
CON	11/19	-	0/0	0/0	10/11	21/22	12/18	60/69	1/1
CRK	0/0	0/0	-	0/0	0/0	1/1	8/10	0/0	0/0
ECR	0/0	8/8	0/0	-	2/2	0/0	0/0	0/0	0/0
MOR	0/0	15/21	0/0	0/0	-	0/0	0/0	0/0	0/0
POE	0/0	5/5	0/0	0/0	0/0	-	10/10	0/0	0/0
RDO	1/1	2/4	1/2	0/0	0/0	21/25	-	0/0	0/0
RMD	0/0	121/135	0/0	0/0	0/0	0/0	0/0	-	0/0
SRM	0/0	7/7	0/0	0/0	0/0	0/0	0/0	0/0	-
TNT	0/0	2/2	0/0	0/0	0/0	0/0	0/0	0/0	0/0

Response Area - Contract

Jurisdiction	Response Area	Provider	Incidents	Units
POE	Contract	CON	4	4
POE	Contract	POE	26	26

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OCTOBER 2016

SUPPRESSION LEAVE SUMMARY

11/4/2016

DATE	DAY	SHIFT	SL	VAC	WC	OTHER	TOTAL	TOTAL OT	MAN OT	EXP. OTHER
1	SAT	A	6.0	5.5	2.0	3.0	16.5	17.5	3.5	2.0 OPST, 1.0 SPEC
6	THU	A	2.0	1.0	2.0	1.0	6.0	8.0	0.0	1.0 OPST
7	FRI	A	2.0	5.0	2.0	0.5	9.5	12.0	0.0	0.5 OPST
12	WED	A	1.5	0.0	2.0	1.0	4.5	8.5	0.0	1.0 SPEC
13	THU	A	0.0	1.5	2.0	1.0	4.5	8.5	0.0	1.0 SPEC
18	TUE	A	2.0	2.5	2.0	3.5	10.0	12.5	0.0	3.5 SPEC
19	WED	A	1.5	2.5	2.0	3.5	9.5	12.5	0.0	3.5 SPEC
24	MON	A	3.5	2.0	2.0	2.0	9.5	13.0	0.0	1.0 AL, 1.0 SPEC
25	TUE	A	2.0	2.5	2.0	1.5	8.0	12.0	0.5	1.0 AL, 0.5 SPEC
30	SUN	A	5.5	2.5	1.0	1.0	10.0	15.0	0.0	1.0 SPEC
31	MON	A	0.0	10.0	1.0	2.0	13.0	18.0	0.0	1.0 AWOP, 1.0 SPEC
2	SUN	B	4.0	7.0	4.0	4.0	19.0	23.0	6.5	1.0 AL, 1.0 OPST, 2.0 SPEC
3	MON	B	1.0	1.0	4.0	3.0	9.0	13.0	0.0	1.0 FH, 1.0 OPST, 1.0 SPEC
8	SAT	B	6.0	6.5	4.0	0.5	17.0	21.0	5.5	0.5 SPEC
9	SUN	B	2.0	4.0	4.0	1.0	11.0	15.0	0.0	1.0 SPEC
14	FRI	B	2.0	4.0	4.0	1.0	11.0	15.0	0.0	1.0 SPEC
15	SAT	B	3.0	9.0	4.0	2.0	18.0	20.5	3.0	2.0 SPEC
20	THU	B	3.0	3.0	4.0	1.0	11.0	15.0	0.0	1.0 SPEC
21	FRI	B	5.0	2.0	4.0	1.5	12.5	16.0	0.5	1.5 SPEC
26	WED	B	4.0	0.5	4.0	0.0	8.5	13.0	0.0	
27	THU	B	3.5	1.0	4.0	0.0	8.5	12.5	0.0	
4	TUE	C	3.0	3.0	2.0	4.0	12.0	15.0	0.0	1.0 AL, 2.0 OPST, 1.0 SPEC
5	WED	C	1.5	4.5	2.0	3.5	11.5	14.0	0.0	1.0 FH, 1.5 OPST, 1.0 SPEC
10	MON	C	5.0	5.0	2.0	1.5	13.5	17.0	0.0	1.5 SPEC
11	TUE	C	4.0	4.0	2.0	1.0	11.0	15.0	0.0	1.0 SPEC
16	SUN	C	7.0	4.0	2.0	1.0	14.0	18.0	2.0	1.0 SPEC
17	MON	C	4.0	4.5	2.0	2.0	12.5	17.0	0.0	2.0 SPEC
22	SAT	C	4.0	10.5	2.0	1.5	18.0	23.0	7.5	1.5 SPEC
23	SUN	C	5.0	8.5	2.0	1.0	16.5	21.5	3.0	1.0 AWOP
28	FRI	C	3.5	4.0	2.0	0.5	10.0	15.0	2.5	0.5 AL
29	SAT	C	1.0	9.0	2.0	0.0	12.0	17.0	0.0	
AVG DAILY			3.1	4.2	2.6	1.6	11.5	15.3	1.1	
AVG A			2.4	3.2	1.8	1.8	9.2	12.5	0.4	
AVG B			3.4	3.8	4.0	1.4	12.6	16.4	1.6	
AVG C			3.8	5.7	2.0	1.6	13.1	17.3	1.5	
RANGE			0.0-7.0	0.0-10.5	1.0-4.0	0.0-4.0	4.5-19.0	8.0-23.0	0.0-7.5	

AL - Administrative Leave
AWOP - Absent Without Pay
FH - Floating Holiday
JD - Jury Duty
LOA - Leave of Absence
ML - Military Leave
OPST - Strike Team
SPEC - Special Assignment
MAN OT-Mandatory OT

U:\PATTERSON\SuppressionLeave\1610

NOVEMBER 2016 SUPPRESSION LEAVE SUMMARY 12/5/2016

DATE	DAY	SHIFT	SL	VAC	WC	OTHER	TOTAL	TOTAL OT	MAN OT	EXP. OTHER
5	SAT	A	2.5	6.5	1.0	0.0	10.0	14.0	0.0	
6	SUN	A	2.0	6.5	1.0	1.0	10.5	14.5	0.0	1.0 SPEC
11	FRI	A	6.0	7.0	2.0	0.0	15.0	19.5	1.5	
12	SAT	A	6.0	10.0	2.0	1.0	19.0	23.0	11.0	1.0 SPEC
17	THU	A	6.0	3.5	2.0	7.5	19.0	22.5	1.0	7.5 SPEC
18	FRI	A	1.0	7.0	2.0	6.0	16.0	19.5	5.0	6.0 SPEC
23	WED	A	0.0	12.0	2.0	0.0	14.0	18.0	9.0	
24	THU	A	0.0	13.0	2.0	0.0	15.0	19.0	12.0	
29	TUE	A	4.0	1.0	2.0	3.0	10.0	13.0	0.0	3.0 SPEC
30	WED	A	4.0	1.0	2.0	2.0	9.0	14.0	0.0	2.0 SPEC
1	TUE	B	5.0	0.5	4.0	2.0	11.5	13.0	0.5	1.0 LOA, 1.0 SPEC
2	WED	B	5.0	0.0	4.0	2.0	11.0	13.0	0.0	1.0 LOA, 1.0 SPEC
7	MON	B	4.0	3.5	4.0	1.0	12.5	14.5	0.5	1.0 LOA
8	TUE	B	3.0	4.0	4.0	1.0	12.0	14.0	1.0	1.0 LOA
13	SUN	B	10.0	2.5	5.0	3.0	20.5	24.0	12.5	1.0 LOA, 2.0 SPEC
14	MON	B	3.0	2.5	6.0	5.0	16.5	19.0	1.5	1.0 LOA, 4.0 SPEC
19	SAT	B	3.0	9.0	5.0	1.0	18.0	19.0	9.5	1.0 LOA
20	SUN	B	2.0	8.0	5.0	1.0	16.0	17.0	3.0	1.0 LOA
25	FRI	B	1.5	10.5	4.0	1.0	17.0	19.0	0.0	1.0 LOA
26	SAT	B	1.0	10.0	3.0	1.5	15.5	18.0	3.0	1.0 LOA, 0.5 SPEC
3	THU	C	2.0	1.5	1.0	1.5	6.0	11.0	0.0	1.5 SPEC
4	FRI	C	2.0	2.5	1.0	1.0	6.5	13.5	1.5	1.0 FH
9	WED	C	5.0	2.0	1.0	2.5	10.5	15.0	0.0	2.5 SPEC
10	THU	C	4.0	7.5	1.0	2.0	14.5	19.5	0.0	2.0 SPEC
15	TUE	C	6.0	3.5	1.0	2.5	13.0	17.0	0.0	2.5 SPEC
16	WED	C	6.0	2.0	1.0	2.0	11.0	16.0	0.0	2.0 SPEC
21	MON	C	10.0	2.0	1.0	1.0	14.0	19.0	2.0	1.0 LOA
22	TUE	C	1.0	11.0	1.0	0.0	13.0	17.5	0.5	
27	SUN	C	5.0	5.0	2.0	0.0	12.0	17.0	0.0	
28	MON	C	2.0	2.0	3.0	0.5	7.5	12.0	0.0	0.5 SPEC
AVG DAILY			3.7	5.2	2.5	1.7	13.2	16.8	2.5	
AVG A			3.2	6.8	1.8	2.1	13.8	17.7	4.0	
AVG B			3.8	5.1	4.4	1.9	15.1	17.1	3.2	
AVG C			4.3	3.9	1.3	1.3	10.8	15.8	0.4	
RANGE			0.0-10.0	0.0-13.0	1.0-6.0	0.0-7.5	6.0-20.5	11.0-24.0	0.0-12.5	

AL - Administrative Leave
AWOP - Absent Without Pay
FH - Floating Holiday
JD - Jury Duty
LOA - Leave of Absence
ML - Military Leave
OPST - Strike Team
SPEC - Special Assignment
MAN OT-Mandatory OT

U:\PATTERSON\SuppressionLeave\1611

Personnel Board of Jefferson County

The Foundation of Your Merit System Career

November 3, 2016

Chief Jeff Carmen
Contra Costa County Fire District
2010 Geary Rd
Pleasant Hill, CA 94523

RECEIVED
NOV 07 2016
CONTRA COSTA FIRE DISTRICT

Dear Chief Carmen:

This letter is to formally thank you for allowing Captain Mike Quesada to participate in the Fire Lieutenant Assessment Process, October 16 – October 21, 2016. His knowledge and expertise was extremely valuable in the assessment of the exercises. Especially helpful was his dedication and hard work. The process would not have been successful without him.

The success of our past examinations has, in large part, been due to the involvement, generosity, and expertise of fire professionals such as you and your staff. While the time commitment was extensive, the assessment process can serve as a valuable learning and development experience for fire personnel who serve as assessors. The training and assessment activities supplied assessors with skills for analyzing and evaluating behaviors on the job that can translate to more effective evaluation of staff. Additionally, it provided assessors with a better understanding of fire personnel selection processes. If you have any questions or if we can reciprocate by providing you with assistance in the future, please contact Marty Alber at (205) 279-3595 or at Marty.Alber@pbjcal.org.

Sincerely,

Lorren Oliver, Director
Personnel Board of Jefferson County

2121 Rev. Abraham Woods, Jr.,Blvd, Suite 100 Birmingham, Alabama 35203-2387
(205)279-3500 or toll-free (866)241-9001
www.pbjcal.org

Bessemer Birmingham Centerpoint Emergency Management Fairfield Fultondale Gardendale Graysville Homewood Hueytown Irondale
Jefferson County Jefferson County Health Department Leeds Midfield Mountain Brook Pleasant Grove Tarrant City Trussville
Vestavia Hills Warrior

Printed on Recycled Paper

RICHMOND FIRE DEPARTMENT

City of Richmond

September 28, 2016

Fire Chief Jeff Carman
Contra Costa Fire Protection District
2010 Geary Road
Pleasant Hill, CA 94523

Dear Chief Carman:

On behalf of the Richmond Fire Department, I want to thank you for permitting Battalion Chief Lou Manzo to partake in our Battalion Chief Examination process on September 27, 2016.

We recognize this is a time commitment, and we appreciate your support of this process.

Please pass on my and the Department's gratitude to Chief Manzo for his exceptional and objective evaluation of our candidates. If we can reciprocate, please let me know.

Sincerely,

Adrian Sheppard
Fire Chief

440 Civic Center Plaza, P. O. Box 4046, Richmond, CA 94804-1630
Telephone: (510) 307-8031 Fax: (510) 307-8048 www.ci.richmond.ca.us

Contra Costa County **Fire Protection District**

December 12, 2016

TO: Advisory Fire Commission

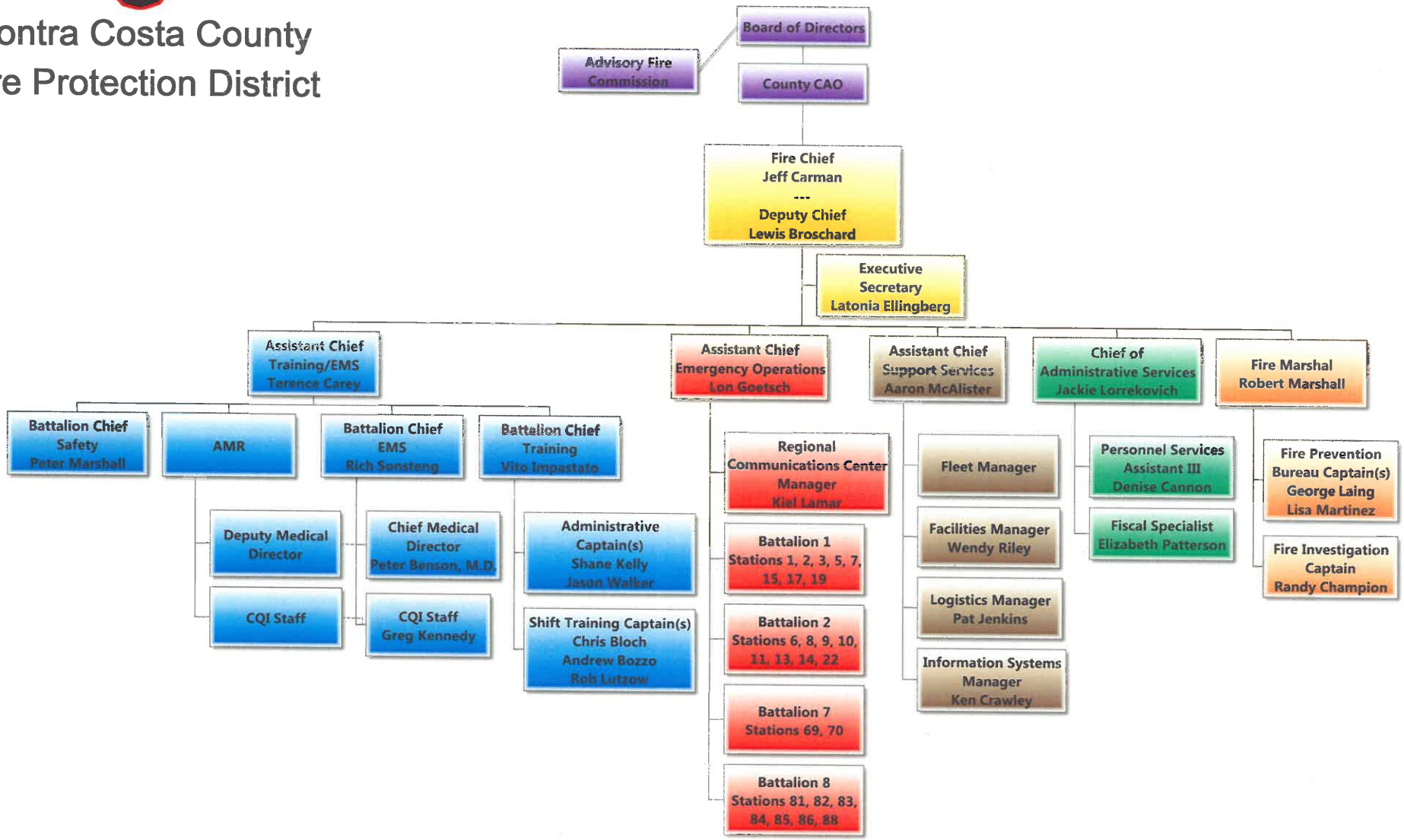
FROM: Jeff Carman, Fire Chief

RE: Fire Chief's Report

- The Fire District held a Labor/Management Retreat on November 29 and 30 at the San Ramon Valley Conference Center.
- On November 21, the District took delivery of a new Mobile Command Vehicle. Valued at approximately $960,000.00, the vehicle was funded by a regional FEMA Assistance to Firefighters Grant. Equipped with the latest technology and designed to complement the Sheriff's Mobile Communications Unit which was purchased last year, this vehicle is capable of supporting extended incidents. The vehicle is also a regional asset and can be utilized by any county agency.
- Design documents for Fire Station 16 are still being reviewed by the City of Lafayette. There is no update available on the status of their design review process. The CEQA review is being conducted concurrently, and we expect results from that process in early December.
- The site plan for Fire Station 70 has undergone several revisions and appears to be compliant with the City of San Pablo's planning requirements. City staff have been helpful in resolving potential plan and design concerns. Fire District staff, along with County Counsel and County Real Estate Division staff, met with City of San Pablo staff to resolve the joint funding agreement. We expect the agreement to be finalized in early December and submitted to the Board for consideration in January. Floor plans and initial design layouts were shared with the FS 70 crews in mid-November, and feedback is being collected for incorporation into the final design. In early December, title reports will be requested on the new parcel located at 1800 23rd Street. The CEQA review was initiated in late November and should take approximately five to six months to complete.
- Beginning the first week of December, the final four newly purchased fire engines will begin to arrive every other week. The final ladder truck and heavy rescue are expected to be in our possession by the end of February 2017. The heavy rescue is funded in part by a grant from the Bay Area UASI. This summary includes all of the equipment we have on order to date. We are presently evaluating needs and recommendations for future purchases, including ladder trucks, water tenders, wildland engines, and wildland urban interface structural firefighting engines.

- Earlier this year, the District contracted with a consultant to study our fleet maintenance shop and determine the most cost effective manner in which to maintain our fleet. This study was part of a comprehensive review initiated by the Fire District to ensure we are operating as efficiently as possible. As the study is in its final phases, District staff should receive an administrative draft by the end of November.
- Fire Station 87 in Pittsburg is being prepared for reopening on January 4, 2017. Battalion 8 (Baypoint, Pittsburg, Antioch) is our busiest battalion, and the addition of this engine company will improve response times and service within the District. The public opening of FS 87 is scheduled for January 7, 2017. Additional information is forthcoming.

Contra Costa County Fire Protection District



Contra Costa County Board of Supervisors

2016-17 Triennial Sunset Review of Appointed Boards, Committees & Commissions

INTRODUCTION

Contra Costa County is governed by a five-member Board of Supervisors elected by the citizens of our County. The work of the Board of Supervisors is augmented by various advisory boards, committees, or commissions, comprised of citizens who are appointed by the Board of Supervisors. These appointed bodies are formed to provide support and citizen input by making recommendations to the Board of Supervisors on various issues (such as service delivery problems or community needs). County committees are created as a result of State and Federal legislation, contractual agreements with other public agencies, or in response to specific community needs. These citizens' advisory bodies serve as direct links between the Board of Supervisors and our community, expand forums for communication between the public and County government, and enhance the quality of life for our residents.

SUMMARY OF THE TRIENNIAL SUNSET REVIEW PROCESS

The Contra Costa County Board of Supervisors adopted **Resolution No. 2012/261** on June 26, 2012 establishing a "triennial sunset review process" for County boards, committees and commissions that are formed by the Board of Supervisors. Each year the Clerk of the Board will schedule one-third of these committees for review by the County Administrator's Office and the Internal Operations Committee of the Board of Supervisors.

The purpose of the triennial sunset review is to provide the Board of Supervisors with a method to periodically evaluate the ongoing purpose, performance and effectiveness of the advisory committees. For additional information about the review procedure, please refer to Resolution 2012/261 of June 26, 2012, and to the Advisory Body Handbook. (The Handbook is available on the 'Board of Supervisors' page on the County website).

SUBMISSION OF THE TRIENNIAL SUNSET REVIEW REPORT

The triennial sunset review report (to be completed using this questionnaire) **must be signed** by (1) the advisory body Chairperson **and** (2) the County staff person from the Department or Supervisor's District Office who serves as the County liaison to the committee. The completed and signed questionnaire should be submitted, along with the additional materials listed below, to:

Clerk of the Board of Supervisors
Attn: Vicky Mead, Sr. Management Analyst
Advisory Body Triennial Sunset Review
651 Pine Street, Rm. 106
Martinez, CA 94553

List of materials to include with Triennial Sunset Review report:

1. Copies of the advisory body meeting agendas and minutes from the last 12 meetings.

2. A copy of the advisory body bylaws that are currently in effect.

3. A copy of the most recent Annual Report that was submitted to the Board of Supervisors.

4. A brief, informal statement of the advisory committee's overall priorities, recent efforts, and current focus; and,

5. A recommendation from the head of the Department or District Supervisor whose office provides staff oversight of the advisory body, **whether to continue or discontinue the committee**. The recommendation may also include specific proposed changes to the committee that might increase its effectiveness or impact.

Contra Costa County Board of Supervisors
Advisory Body
Triennial Sunset Review

I. Advisory Body Contact Information

Contra Costa County Fire Protection District Advisory Fire Commission

a. Name of Advisory Body (i.e. Committee, Commission or Board)

Richard (Tom) Chapman

b. Name of Advisory Body Chairperson

Latonia Ellingberg

c. Name of Advisory Body Staff

CCCFPD, 2010 Geary Road, Pleasant Hill, CA 94523

d. Staff Business Address

(925) 941-3318

e. Staff Telephone Number

lelli@cccfpd.org

f. Staff E-mail Address

http://www.cccfpd.org/advisory-fire-commission.php

g. Advisory Body Website Address, if applicable, if not, write "N/A".

II. Advisory Body History and Meeting Events

Please provide the following information:

a. Number of advisory body members appointed in the last 36 months.
3

b. Number of advisory body members who resigned in the last 36 months.
4

c. Number of advisory body meetings scheduled in the last 36 months.
18

d. **Number of advisory body meetings held in the last 36 months.**
18

e. **Number of advisory body meetings cancelled <u>for lack of quorum</u> in the last 36 months.**
0

f. **Number of advisory body meetings cancelled for reason <u>other than</u> lack of quorum in the last 36 months.**
0

III. Advisory Body Mission, Objectives, and Major Events

a. **State the original purpose and responsibility of the advisory body, as provided when it was first established or created.**
The purpose and duties of the Commission are to: 1. Review the operations, goals and objectives of the District; 2. Provide liaison with the community and provide advice and information on fire protection matters to the Board; 3. Review and advise on annual operations and capital budgets; 4. Review District expenditures; 5. Review and advise on long-range capital improvement plans; 6. Serve as the Appeals Board on weed abatement matters pursuant to District ordinance; 7. Advise the Fire Chief on District service matters; 8. Meet jointly with the Board and provide advice to the Board as needed; 9. Communicate with the other fire district boards or commissions on services and functional integration;10. Assist in the Fire Chief's selection process as required; 11. Serve as liaison between the Board and the community served by the District; 12. Perform such other duties and responsibilities as may be assigned and/or as directed by the Board. The Advisory Fire Commission shall make its recommendations directly to the Fire Chief, the Board of Supervisors, and such other bodies or administrators as maybe designated from time to time.

b. **Please describe any major changes to advisory body responsibility which have occurred over time, e.g. changes in legal requirements, strategic goals, or in the major activities that it has undertaken.**
None

c. **Do any of the changes in the committee's mission or priorities since it was established (item b above) require any amendments to the Board resolution or ordinance that created the committee, board or commission, *in order to revise and update the committee mandate*?**
No

d. **Identify the target population or communities served by the advisory body.**
Residents of Contra Costa County

e. **List <u>regular and ongoing</u> activities, services, and/or programs that the advisory body provides to achieve its current mission. If applicable, also list <u>one-time or special projects</u> that have been offered within the last three years to achieve the mission.**
N/A

DRAFT

IV. Advisory Body Organization and Structure

a. **Please describe any staffing issues/challenges, i.e., vacancy rates, efforts to fill seats, member turnover, recruitment and retention efforts.**
District 1 seat has been vacant since June 30, 2015.

b. **Please describe any changes or potential changes you could suggest in the committee's organization, structure, number of seats, qualifications, meeting schedule, or any other area that you believe might improve the Committee's performance.**
None

c. **What information is regularly presented to the advisory body members to keep them informed of the body's performance?**
N/A

d. **Are the advisory body current bylaws reflective of the body's current mission and purpose?**
Yes

e. **Do you recommend changes to the advisory body bylaws (e.g., adjustment to term length, required qualifications, number of meetings, or primary focus)? If yes, please state why?**
No

f. **Does the advisory body have an appropriate number of members to achieve its mission? Do you recommend an adjustment to the number of advisory body seats (an increase or decrease)?**
Part 1: Yes. Part 2: No.

g. **If you recommend making an adjustment to the number of advisory body seats, please indicate which seats and why?**
N/A

h. **If special requirements or prerequisites exist for members to serve on the advisory body, do you believe the requirements are important and necessary, or do they limit the recruitment of potential candidates?**
The requirements are important and necessary.

V. Advisory Body Public Information Policies

a. **How does the advisory body engage stakeholders and the general public about issues and programs within the body's area of responsibility? Please also describe any outreach efforts you have used to encourage public participation in advisory body meetings and sponsored activities.**
Click here to enter text.

b. **How is stakeholder and public input incorporated into the advisory body's mission and objectives?**
Click here to enter text.

c. **How far in advance of the meeting date does the advisory body post its meeting notice?**
96 hours

d. **Where are meeting notices posted (please note all locations)?**
Notices are posted at all Fire District locations: central administrative office, east administrative office, EMS, Training, Communications Center, apparatus shop, supply, Investigations office, and all fire stations.

e. **Has committee staff been trained in posting agendas and minutes in the "Meeting Center" on the County webpage?**
No

VI. Advisory Body Budget (if applicable)

a. **Please provide the advisory body's source of revenue (if any) for the past 36 months. Rounded figures can be used. (Add additional sheets or documents if needed.)**

Sources of Revenue	
Source	**Amount**
N/A	
Total	

b. **Provide a summary of the committee's actual or estimated expenditures for the past 36 months.**

Types of Expenditures	
Category	**Amount**
N/A	
Total	

VII. Advisory Body Current Issues (if applicable)

Are there any additional issues or problems that the Committee wishes to bring to the attention of the County Administrator or the Board of Supervisors, or that the Committee has been unable to resolve?

Provide a brief description of the issue:
Include enough information to give context for the issue. Helpful information includes:

i. **What is the specific problem or concern?**
   N/A

ii. **Whom does this issue affect?**
   N/A

iii. **What is the advisory body's current role related to the issue?**
   N/A

iv. **What policy or program changes, or other recommendations, has the committee considered in response?**
   N/A

VIII. Advisory Body Comments and Suggestions

a. **Describe the effect the advisory body has made on the target population.**
   The Advisory Fire Commission has a positive effect on the residents of Contra Costa County in its capacity as Appeals Board on weed abatement matters.

b. **Describe the specific impact the work of the advisory body has made in achieving its mission.**
   The Commissioners' input and feedback on Fire District activities are useful to the Fire Chief and, by extension, to the residents of the county.

c. **Additional Comments**
   None

Required signatures:

(1) Chairperson of your advisory committee or commission:

x_____

(please print name): Richard Chapman

(2) County Staff Liaison who coordinated survey:

x_____

(please print name): Latonia Ellingberg

Thank you for your cooperation.

CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT
SURPLUS EQUIPMENT
DATE November 01, 2016

A= Obsolete
B= Worn Out
C= Beyond economical Repair
D= Wrecked beyond repair/Major Mechanical

PAGE 1 OF _1__

	COUNTY #	QUANTITY	DESCRIPTION	ESTIMATED VALUE	CONDITION
1.	133913	1	HP C7000 enclosure S/N USE7224K5L (HLS Grant through S/O)	100	A
2.	133731	8	HP Storage blade / server (HLS Grant through S/O)	5	A
3.	N/A	16	HP NX7400 T5600 laptop (HLS Grant through S/O)	25	A
4.	N/A	2	UPS	10	A
5.	N/A	7	Displays	20	B
6.	N/A	1	Printers	5	D
7.	N/A	2	Laptop	5	B
8.	N/A	40	Cisco switch / routers	100	A
9.	N/A	2	Desktop CPU	10	C
10.	N/A	8	3COM Super Stack networking gear (Training)	40	A
11.	130005	1	HP 1050C Design jet Plotter	200	A
12.	N/A	2	Miscellaneous boxes of cables and computer parts	100	D
13.					
14.					
15.					
16.					

Contra Costa County

Fire Protection District

Proposed Advisory Fire Commission 2017 Meeting Schedule

February 27

April 10

June 12

August 14

October 9

December 11

2010 Geary Road • Pleasant Hill, California 94523-4619 • Telephone (925) 941-3300 • Fax (925) 941-3309
East County • Telephone (925) 757-1303 • Fax (925) 941-3329 West County • Telephone (510) 374-7070
www.cccfpd.org